URBANDALE
COMMUNITY SCHOOL DISTRICT

Course Title: **Computer Applications I**

Description: Computer Applications will prepare students to function in an environment where computer confidence has become the expected norm. This class will develop students' ability to analyze, evaluate, and apply technologies in real-world situations. Students develop hands-on skills in using common software applications, including word-processing, spreadsheet, desktop publishing, and presentation software. This course or Introduction to Coding is a requirement for graduation from UHS.

Standards are from Iowa CTE Information Technology Standards #2, #8 and Iowa CTE Business, Finance, Marketing, Management Standards #2, #9

Reporting Topic	Course Level Standards	Competency Statement

Word Processing	• Information Management: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.CTE Bus #9
	  ○ Utilize information-technology tools to manage and perform work responsibilities.Bus 9.3
	  ■ Demonstrate basic web-search skills.Bus 9.3.8
	  ■ Demonstrate basic word processing skills. Bus 9.3.9
	• Create, edit, and format a business document in a Word processing application.
		Students will create, edit, and format the basic structure/layout of a business document in a Word processing application.

MLA Format	• Create, edit and cite an MLA paper using a Word processing application.	Students will create, edit, and cite an MLA paper using a Word processing application.
Desktop Publishing	• Create, edit, and enhance a presentation with pictures, shapes, and WordArt. • Create, edit and format documents using desktop publishing functions.	Students will create, edit and format documents using desktop publishing.

Professional Letter	• Communication Skills: Understands the concepts, strategies, and systems used to obtain and convey ideas and information. CTE Bus #2
	  ○ Write internal and external business correspondence to convey and obtain information effectively. Bus 2.5
	  ○ Write professional business letters. Bus 2.5.5
	• Create, edit, and format professional letters using a Word processing application.
		Students will create, edit, and format professional letters using a Word processing application.

Professional Email (Microsoft Outlook)	• Communication Skills: Understands the concepts, strategies, and systems used to obtain and convey ideas and information.CTE Bus #2
	  ○ Write internal and external business correspondence to convey and obtain information effectively. Bus 2.5
	  ■ Write professional informational messages.Bus 2.5.6
		Students will create, edit, and format professional email.

Spreadsheet Data	• Information Management: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.CTE Bus #9
	  ○ Utilize information-technology tools to manage and perform work responsibilities.Bus 9.3
	  ■ Demonstrate basic spreadsheet applications. Bus 9.3.12
	• Create, edit, and format data in a spreadsheet program.
		Students will create, edit, and format data in a spreadsheet program.

Spreadsheet Functions and Formulas	• Technical Skills: Understand the basic skills necessary to work in the IT industry. CTE IT#2
	  ○ Demonstrate math skills.IT2.4
	  ■ Demonstrate the ability to use a
		Students will create, edit, and format functions and formulas in a spreadsheet program.

	spreadsheet to create formulas and graphical representations of the data. IT2.4.2 ● Create, edit, and format functions and formulas in a spreadsheet program.	
Animation and Media Files	● Web and Digital Communications/Graphic Design: Demonstrate knowledge of the Graphics Industry.CTE IT #8 ○ Web and Digital Communications/Graphic Design - Cluster Knowledge and Skill Statement: Apply elements and principles of design to communicate visually. IT 8.2 ■ Apply computer file management techniques. IT 8-2.1.3 ● Add and manipulate animation and media files to a presentation. ● Information Management: Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.CTE Bus #9 ○ Utilize information-technology tools to manage and perform work responsibilities.Bus 9.3 ■ Demonstrate basic presentation applications.Bus 9.3.10	Students will effectively manipulate animation and insert media to enhance presentations.