



Wentzville School District
Curriculum Development Template
Stage 1 – Desired Results

Unit
Unit Title: Keyboarding Review
Course: Computer Applications
Brief Summary of Unit: Students will review the basics of touch keyboarding and improve accuracy and speed.

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
<i>Students will consider...</i>	<i>Students will understand that...</i>

Transfer
Transfer Goal
<i>Students will be able to independently use their learning to...</i>
Be efficient workers in a technological environment regardless of application.

Meaning	
Essential Questions	Understandings
<i>Students will consider...</i> <ul style="list-style-type: none"> • When will keyboarding skills be used in life? • Why are keyboarding skills important? 	<i>Students will understand that...</i> <ul style="list-style-type: none"> • Keyboarding is an essential life skill that is critical for most life endeavors.

Acquisition	
Key Knowledge	Key Skills
<i>Students will know...</i> <p>GWAM Homerow Ergonomics Technique File Management</p>	<i>Students will be able to....</i> <p>Type proficiently at 30 gross words a minute with 90% accuracy</p> <ul style="list-style-type: none"> • Touch type • Alphabetic keyboard • Punctuation (., , ? , ! , : , ; , ' , ") <p>Type with proper technique</p> <ul style="list-style-type: none"> • Sit up straight • Eyes on copy • Fingers on homerow <p>Manage folders and files</p> <p>Navigate network drives</p>

Standards Alignment



Wentzville School District
Curriculum Development Template
Stage 1 – Desired Results

Unit
Unit Title: Word
Course: Computer Applications I
Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
<i>Students will consider...</i> <ul style="list-style-type: none">• In what ways does technology enhance expression and communication?• Why is collaboration critical in a business environment?• Why are effective communication skills necessary for success in business?• What skills and knowledge are critical for success in a global economy?	<i>Students will understand that...</i> <ul style="list-style-type: none">• Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy.• Effective oral, written, and online communication skills are an integral part of achieving success in the world of work.• To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical.• Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

Layout business documents that effectively conveys information in any setting.

Meaning

Essential Questions

Understandings

Students will consider...

- What makes a document effective?
- How does a well-written document demonstrate professionalism?

Students will understand that...

- Word processing is a tool used to construct a professional document that effectively communicates a message.

Acquisition

Key Knowledge

Key Skills

Students will know...

Purpose of different business documents (letters, memos, e-mail, agenda, outlines, itinerary, reports, etc.)
Templates
Hyperlinks
File Format
Mail Merge
MLA and APA report format
Open and mixed Punctuation
Block and modified block format
Merging and splitting cells

Students will be able to....

Create and format business documents
Store and retrieve documents
Set printer specifications
Proofread and edit copy
Enhance documents
Prepare envelopes and labels
Create tables
Insert tabs
Create mail-merge documents
Insert and manipulate graphics
Create documents using a template
Develop templates
Convert word processing documents to PDF
Create hyperlinks
Demonstrate use of enhancement features (borders, lines, shading, bold, bullets)
Demonstrate use of automatic features (AutoCorrect,

	spell-check, thesaurus)
--	-------------------------

Standards Alignment



Wentzville School District
Curriculum Development Template
Stage 1 – Desired Results

Unit
Unit Title: Access
Course: Computer Applications I
Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
<i>Students will consider...</i> <ul style="list-style-type: none">• In what ways does technology enhance expression and communication?• Why is collaboration critical in a business environment?• Why are effective communication skills necessary for success in business?• What skills and knowledge are critical for success in a global economy?	<i>Students will understand that...</i> <ul style="list-style-type: none">• Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy.• Effective oral, written, and online communication skills are an integral part of achieving success in the world of work.• To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical.• Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

Design and manipulate databases to effectively convey information in any setting.

Meaning	
Essential Questions	Understandings
<i>Students will consider...</i> <ul style="list-style-type: none"> Why are databases important to successful companies? How do companies use databases? 	<i>Students will understand that...</i> <ul style="list-style-type: none"> Databases are critical to the functioning of successful businesses Databases are used to store pertinent company information.

Acquisition	
Key Knowledge	Key Skills
<i>Students will know...</i> <p>Database Field types Filter Grouping Report Wizard Datasheet view Design view Navigation pane</p>	<i>Students will be able to....</i> <p>Create and manipulate a database Process material using database (sort, filter, and merge) Generate, format, and print reports Distinguish between different field types (text, numeric, date, check boxes) Integrate database information with other applications</p>

Standards Alignment



Wentzville School District
Curriculum Development Template
Stage 1 – Desired Results

Unit
<p>Unit Title: Excel</p> <p>Course: Computer Applications I</p> <p>Brief Summary of Unit:</p>

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
<p><i>Students will consider...</i></p> <ul style="list-style-type: none"> • In what ways does technology enhance expression and communication? • Why is collaboration critical in a business environment? • Why are effective communication skills necessary for success in business? • What skills and knowledge are critical for success in a global economy? 	<p><i>Students will understand that...</i></p> <ul style="list-style-type: none"> • Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy. • Effective oral, written, and online communication skills are an integral part of achieving success in the world of work. • To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical. • Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

Design and manipulate spreadsheets to effectively compile, analyze, and convey information in any setting.

Meaning

Essential Questions

Students will consider...

- Why are spreadsheets important to successful companies?
- How do companies use spreadsheets?

Understandings

Students will understand that...

- Spreadsheets are critical to the functioning of successful businesses
- Spreadsheets are used to store and analyze pertinent company information.

Acquisition

Key Knowledge

Students will know...

Spreadsheet
Cell
Formula
Column
Row
Autosum
Maximum and Minimum
Freeze

Key Skills

Students will be able to....

Create, design, and edit spreadsheets
Create basic formulas, with addition, subtraction, multiplication, and division
Format cell, column, and row contents (font, color, alignment, shading, decimal)
Format columns and rows
Use basic functions/formulas (autosum, average, MAX, MIN, Count)
Create, format and edit charts and graphs
Freeze cells

Standards Alignment





Wentzville School District
Curriculum Development Template
Stage 1 – Desired Results

Unit
Unit Title: Publisher
Course: Computer Applications I
Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
<i>Students will consider...</i> <ul style="list-style-type: none">• In what ways does technology enhance expression and communication?• Why is collaboration critical in a business environment?• Why are effective communication skills necessary for success in business?• What skills and knowledge are critical for success in a global economy?	<i>Students will understand that...</i> <ul style="list-style-type: none">• Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy.• Effective oral, written, and online communication skills are an integral part of achieving success in the world of work.• To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical.• Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

Create and present information using a template.

Meaning

Essential Questions

Understandings

Students will consider...

- Why are templates useful?

Students will understand that...

- Using a template is an effective and efficient method to present information.

Acquisition

Key Knowledge

Key Skills

Students will know...

Themes
Arrange
Grouping

Students will be able to....

Create documents from templates
Manipulate template design
Apply themes
Utilize basic tools (arranging, grouping)

Standards Alignment