

COMPUTER LITERACY

Course Content, Standards, and Pacing Calendar

Text: Century 21, Computer Applications and Keyboarding

Course Content	Standards	Text/Unit	Time
1. Computer Awareness	CL 4.1 Information Technology		
1.1 Keyboarding Skills <ul style="list-style-type: none"> ▪ Alpha pad a-z ▪ Language/Communication skills ▪ Numeric pad 0-9 	Bus 1.5 Employability Skills Eng. 1.1-1.3 Language Conventions	MicroType Units 1-5 Comm. Skills set1-2	1 st Triad (6 weeks)
1.2 Past, Present, and Future <ul style="list-style-type: none"> ▪ Historical development of the computer ▪ Research and prepare a word-processed report (MLA format). 	Bus. 1.2 Business Environment English 1.3-1.8 (Writing Strategy) Eng 2.3-2.6 Writing Application	Supplemental Resources Video	2 nd Triad; (2 week)
1.3 Research Use of Computers <ul style="list-style-type: none"> ▪ Business and Organizational Environment 	Bus 1.6-1.6.7 Information Tech. Eng. 2.1, 2.3, 2.5	Supplemental Resources Internet, Text	3 rd Triad (1 week)
1.4 Components of Computer Systems <ul style="list-style-type: none"> ▪ Hardware and Peripherals ▪ Processing Cycle ▪ Terminology 	Bus 1.6 Information Tech. CL 4.1.2 Eng. 1.1-1.3 Vocab. & Concept Development	Supplemental Video Text	1 st Triad (3 weeks)
2.1 Computer Operations <ul style="list-style-type: none"> ▪ Operating System ▪ File Management ▪ Communications and Network 	Bus. 1.6-Information Tech. CL 4.1.2 Eng. 1.0 Reading Comprehension Eng. 2.0 Vocab. and Concept Development	Supplemental Resources Video Text	1 st Triad (1 week)
3.1 Ethical Issues <ul style="list-style-type: none"> ▪ Legal, Moral, Social ▪ System Security ▪ Terminology of Ethical Issues 	Bus. 1.21, 1.5.8 Business Environment, Employability skills CL 4.1, Business and Technology Ethics Eng 2.3-2.5	Supplemental Text and Video	2 nd Triad (1 week)
3.2 Searching The Web <ul style="list-style-type: none"> ▪ Web Browser Basics ▪ Conduct Web Searches ▪ Apply Web Search Strategies 	Bus 1.6 Information Tech. Eng. 2.1, 2.3 Writing Applications	Text pp. 503-513 Computer Apps.	3 rd Triad (1 week)
4.1 Word Processing Documents <ul style="list-style-type: none"> ◆ Report formatting ◆ Text Management and ◆ File Management 	Bus. 1.0, Bus. Communications Bus 1.6. Information Tech. CL 4.1.3, Computer Applications	Unit 8- Standard Unbound Reports Unit 23- MLA Style Reports	2 nd Triad (3 weeks) 2 nd Triad (2 week)

*CL (Computer Science and Information Technology)

<ul style="list-style-type: none"> ◆ Memos E-Mail ◆ Letters (Personal/Business) ◆ Simple and Complex Tables ◆ Personal Resume (Career Planning) 	<p>Eng. 2.4, 2.5, 2.6 Writing Applications</p>	<p>Unit 7-Email Unit 9 – Letters Unit 10- Tables Unit 26- Resumes and application letters Ms Word 2000</p>	<p>2nd Triad (1 week) 3rd Triad (2 weeks) 3rd Triad (1 week)</p>
<p>1.3.3 Career Planning (career assessment)</p> <ul style="list-style-type: none"> ▪ Career self-inventory ▪ Occupational research 	<p>Bus. 1.3.1-1.3.4 Career Preparation & Job Acquisition Eng.2.3-2.5, 1.3-1.6</p>	<p>Choices Program Internet</p>	<p>2nd Triad</p>
<p>5.0 Electronic Presentations</p> <ul style="list-style-type: none"> ▪ Planning Electronic Presentation ▪ Creating text Slides ▪ Insert Objects and Clip Art ▪ Prepare Slide Show 	<p>Bus. 1.6.6 Information Tech. Eng. 1.3,1.6, 1.9 Career Prep. Oral Communications Eng. 2.0-2.6 Speaking and Descriptive Presentations</p>	<p>Text Power Point</p>	<p>3rd Triad 1 week</p>
<p>4.3 Spreadsheet Applications</p> <ul style="list-style-type: none"> ▪ Format cells columns ▪ Enter and format data ▪ Sort data ▪ Apply formulas ▪ Charts 	<p>Bus 1.6-1.6.3 Computer Applications Math 1.1, 2.2 Number Sense Math 3.1, 3.3, 3.4 Estimation Math 4.1, 4.2 Data Analysis Math 5.0 Word Problems Apply algebraic technique</p>	<p>Text Unit: Computer Applications p.434 MS Excel</p>	<p>3rd Triad (3 weeks)</p>

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