



BLUE VALLEY DISTRICT CURRICULUM & INSTRUCTION
Computer & Information Technology
Computer Applications



ORGANIZING THEME/TOPIC

FOCUS STANDARDS & SKILLS

<p>Ethics and Security</p> <ul style="list-style-type: none"> • Ethics relating to computer and business world use • Personal and public security issues <p>Time Frame: 1 week</p>	<p>KS 10004.6. Demonstrate knowledge of social, ethical, and legal issues in the information technology field.</p> <ul style="list-style-type: none"> • Assess exposure to security issues. • Implement security procedures in accordance with business ethics.
<p>Hardware and Software</p> <ul style="list-style-type: none"> • Operating system software • Awareness and importance of hardware components • Cognizant of different software available <p>Time Frame: 1 week</p>	<p>KS 10004.5l Apply basic commands of operating system software.</p> <ul style="list-style-type: none"> • Employ desktop operating skills.
<p>Presentation Software</p> <ul style="list-style-type: none"> • Microsoft PowerPoint • Appropriate presentation skills <p>Time Frame: 3 weeks</p>	<p>KS 10004.3n Create computer presentation and handouts in accordance with basic principles of graphics design and visual communication.</p> <ul style="list-style-type: none"> • Insert graphics, clipart, animation, and transitions. • Add music, slide timing, videos, etc. • Use notes feature.
<p>Word Processing</p> <ul style="list-style-type: none"> • Microsoft Word • Creating documents from scratch • Formatting pre-existing documents <p>Time Frame: 5 weeks</p>	<p>KS 10004.3a Create documents using word processing applications.</p> <ul style="list-style-type: none"> • Create new word processing forms, style sheets, and templates. • Use advanced formatting features. • Apply established business communication standards (e.g. grammar, work usage, business letter format).
<p>Personal Information Management</p> <ul style="list-style-type: none"> • Time Management – calendar/schedules • Email Etiquette – with attachments <p>Time Frame: 3 weeks</p>	<p>KS 10004.1d Identify and apply personal information management applications.</p> <ul style="list-style-type: none"> • Create calendars/schedules. • Create e-mail messages in accordance with established business standards (e.g., grammar, word usage, spelling, sentence structure, clarity, email).

Spreadsheet and Database

- Microsoft Excel and Access
- Create/format spreadsheets
- Enter functions/formulas for data use – graphs and charts
- Database—tables, forms, queries, and records

Time Frame: 5 weeks

KS 10004.4a Create spreadsheets.

- Create charts and graphs from spreadsheets.
- Input/process data using spreadsheet functions.
- Perform calculations using spreadsheets.

KS 10004.5c Process data using database functions.

- Use criteria option when creating a query.
- Create relationships between tables.
- Sort data.