

# Computer Applications

Course Description

Course Code 033422

*This middle-level course is designed to emphasize digital citizenship, basic computer operations, word processing applications, spreadsheet applications, presentation applications, and technology communication tools. Students will master keyboarding skills; compose, create, edit, and format word processing documents; organize and manipulate data in a spreadsheet; and prepare a formal presentation.*

**Program of Study to which the course applies**

*Middle Level*

Course Content	Reference/ Source	Crosswalk to Common Core Academic Standards	Crosswalk to Nebraska Academic Standards	Crosswalk to Nebraska Career Readiness Standards	Crosswalk Clarification
<b>Standard 1</b>	<b>Students will demonstrate positive digital citizenship.</b>	<b>CSM</b>			
Benchmark 1.1	Examine and practice cultural, social, ethical, and legal issues associated with information technology.	VA: Basics, IT Fundamentals #41			
Sample Performance Indicator 1.1.1	Adhere to fair use and copyright regulations. Compare the main similarities and differences between bullying and cyberbullying and identify strategies for	CSM: Research and Evaluation	N/A	N/A	CR.3.C.3
Sample Performance Indicator 1.1.2	dealing with cyberbullying. Recognize that an individual's online information can be	CSM: Connected Culture			
Sample Performance Indicator 1.1.3	helpful or harmful to their reputation. Explore the role digital media plays in lives by examining	CSM: Privacy and Digital Footprints			
Sample Performance Indicator 1.1.4	their own media habits and online activities. Describe positive aspects of online talking and	CSM: Digital Life			
Sample Performance Indicator 1.1.5	messaging and identify situations in which online talk may be risky.	CSM: Safety			
<b>Standard 2</b>	<b>Students will develop a knowledge of basic computer operations.</b>	VDE Computer Apps 41 - 47			

	<b>Course Content</b>	<b>Reference/ Source</b>	<b>Crosswalk to Common Core Academic Standards</b>	<b>Crosswalk to Nebraska Academic Standards</b>	<b>Crosswalk to Nebraska Career Readiness Standards</b>	<b>Crosswalk Clarification</b>
Benchmark 2.1	Demonstrate use of basic computer (e.g., operations, commands, file storage, resources, and software help feature).	VDE Computer Apps 41	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	CR.1.A.4 CR.9.B.2	Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 2.1.1	Explain the functions of computer system components.	VDE Computer Apps 41				
Sample Performance Indicator 2.1.2	Start, access, and exit operating system and software.	VDE Computer Apps 42				
Sample Performance Indicator 2.1.3	Input data and use commands.	VDE Computer Apps 43				
Sample Performance Indicator 2.1.4	Manage files and storage media.	VDE Computer Apps 44				
Sample Performance Indicator 2.1.5	Obtain assistance for preparing documents using electronic and hard copy references and documentation.	VDE Computer Apps 47				
<b>Standard 3</b>	<b>Students will master keyboarding skills.</b>	VDE Computer Apps 34 - 37				
Benchmark 3.1	Demonstrate proper keyboarding techniques.	VDE Computer Apps 34	ELA.WHST.6-8.6	LA.8.2.1.f	N/A	
Sample Performance Indicator 3.1.1	Key alphabetic, numeric, and symbol information using a touch system and standard techniques.	VDE Computer Apps 34				
Sample Performance Indicator 3.1.2	Increase keyboarding speed and accuracy using proper keyboarding techniques through production work.	VDE Computer Apps 37				
Sample Performance Indicator 3.1.3	Demonstrate proper use of shortcut keys.	MKSS 3.8				
<b>Standard 4</b>	<b>Students will use word processing applications.</b>	KS (ESS 04.05)				
Benchmark 4.1	Identify a variety of word processing programs.	VDE Computer Apps 48	ELA.RST.6–8.4	LA.8.1.5	N/A	
Sample Performance Indicator 4.1.1	Explain the uses and functions of word processing.	VDE Computer Apps 48				
Sample Performance Indicator 4.1.2	List and compare popular word processing programs.	VDE Computer Apps 48				

Course Content	Reference/ Source	Crosswalk to Common Core Academic Standards	Crosswalk to Nebraska Academic Standards	Crosswalk to Nebraska Career Readiness Standards	Crosswalk Clarification
Sample Performance Indicator 4.1.3	Describe the features, functions, and characteristics of various word processing programs.	VDE Computer Apps 48			
Sample Performance Indicator 4.1.4	Explain the compatibility issues of various word processing programs.	VDE Computer Apps 48			
Benchmark 4.2	Key and format letters, emails, reports, outlines, and tables.	VDE Computer Apps 49	ELA.WHST.6-8.6	LA.8.2.1.f	CR.2.B.1
Sample Performance Indicator 4.2.1	Set tabs, margins, and spaces.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.2	Create headers and footers.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.3	Insert page numbers.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.4	Create and manipulate columns.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.5	Create and manipulate tables.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.6	Key and format word processing documents.	VDE Computer Apps 49			
Sample Performance Indicator 4.2.7	Use templates for the creation of documents.	VDE Computer Apps 49			
Benchmark 4.3	Compose and format letters, emails, reports, outlines, and tables using the steps of the writing process.	VDE Computer Apps 50	ELA.WHST.6-8.4-6	LA.8.2.1	N/A
Sample Performance Indicator 4.3.1	Identify and follow the steps of the writing process.	VDE Computer Apps 50			
Sample Performance Indicator 4.3.2	Compose and format correspondence that simulates real-world applications.	VDE Computer Apps 50			
Sample Performance Indicator 4.3.3	Compose and format a report assigned from this course or another course.	VDE Computer Apps 50			
Sample Performance Indicator 4.3.4	Apply correct spelling, punctuation, grammar, sentence structure, and formatting.	VDE Computer Apps 50			
Sample Performance Indicator 4.3.5	Organize document files to facilitate locating files.	VDE Computer Apps 50			
Benchmark 4.4	Edit documents using techniques such as delete, insert, typeover, block, move, and copy.	VDE Computer Apps 51	ELA.WHST.6-8.5-6	LA.8.2.1.c LA.8.2.1.e-f	CR.1.A.4
Sample Performance Indicator 4.4.1	Use the menu bar, toolbar, and pull-down menus.	VDE Computer Apps 51			

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Sample Performance Indicator 4.4.2	Determine the most effective method of accomplishing each procedure using the mouse and/or keyboard.	VDE Computer Apps 51			
Benchmark 4.5	Enhance documents by using appropriate design features. Use different fonts and font sizes in accordance with purposes of the text and design.	VDE Computer Apps 52	ELA.WHST.6-8.6	LA.8.2.1.f	CR.1.A.4 CR.2.B.1
Sample Performance Indicator 4.5.1	Use bold, italic, and underline in accordance with	VDE Computer Apps 52			
Sample Performance Indicator 4.5.2	industry standards.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.3	Use text colors when appropriate.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.4	Add bullets when appropriate.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.5	Format correct alignment.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.6	Set leader tabs.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.7	Insert lines, borders, shading, and boxes.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.8	Use appropriate white space.	VDE Computer Apps 52			
Sample Performance Indicator 4.5.9	Insert graphics (e.g., placing, sizing, text wrapping).	VDE Computer Apps 52			
Sample Performance Indicator 4.5.10	Insert watermarks.	VDE Computer Apps 52			
Benchmark 4.6	Use features such as headers, footers, justification, and pagination.	VDE Computer Apps 53	ELA.WHST.6-8.6	LA.8.2.1.f	CR.1.A.4 CR.2.B.1
Sample Performance Indicator 4.6.1	Insert content into headers and footers.	VDE Computer Apps 53			
Sample Performance Indicator 4.6.2	Format headers and footers.	VDE Computer Apps 53			
Sample Performance Indicator 4.6.3	Use various justifications to enhance document.	VDE Computer Apps 53			
Benchmark 4.7	Use proper file management to save, print, relocate, and hand in documents.	VDE Computer Apps 44	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 4.7.1	Identify storage devices (e.g., hard drive, USB flash drive, CD/DVD drive, cloud storage).	VDE Computer Apps 44			

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Sample Performance Indicator 4.7.2	Demonstrate save and save as.	MKSS 3.37				
Sample Performance Indicator 4.7.3	Set printing options using the print dialogue box.	MKSS 3.76				
Sample Performance Indicator 4.7.4	Use correct procedures for handing in assignments (e.g., cloud, paper copy, electronic copy).	MKSS 3.76				
<b>Standard 5</b>	<b>Students will utilize spreadsheet applications to organize and manipulate data.</b>	KS (ESS04.07)				
Benchmark 5.1	Enter, modify, and organize data in a worksheet.	IC3 Certifications - Spreadsheet	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	CR.1.A.4	Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 5.1.1	Identify cells, columns, rows, and ranges.	MKSS 3.112				
Sample Performance Indicator 5.1.2	Input data into cells.	MKSS 3.112				
Sample Performance Indicator 5.1.3	Select cell, column, and row ranges and the entire	MKSS 3.114				
Sample Performance Indicator 5.1.4	Insert and delete columns and rows.	MKSS 3.113				
Sample Performance Indicator 5.1.5	Delete, add, copy, cut, paste, and rename worksheets.	MKSS 3.118				
Sample Performance Indicator 5.1.6	Use cut, copy, paste, and paste special to manipulate spreadsheet data.	MKSS 3.119				
Benchmark 5.2	Format the data in a worksheet.	MKSS 3	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	CR.1.A.4	Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 5.2.1	Change fonts and apply font styles.	MKSS 3.135				
Sample Performance Indicator 5.2.2	Center cell contents across a range.	MKSS 3.136				
Sample Performance Indicator 5.2.3	Align text horizontally and vertically in a cell.	MKSS 3.138				
Sample Performance Indicator 5.2.4	Change column width and row height.	MKSS 3.139 & MKSS 3.140				

Course Content	Reference/ Source	Crosswalk to Common Core Academic Standards	Crosswalk to Nebraska Academic Standards	Crosswalk to Nebraska Career Readiness Standards	Crosswalk Clarification
Sample Performance Indicator 5.2.5	Change page orientations and set margins.	MKSS 3.141 & MKSS 3.142			
Sample Performance Indicator 5.2.6	Add borders and shading to cells.	MKSS 3.144			
Sample Performance Indicator 5.2.7	Align, indent, and rotate cell contents.	MKSS 3.146			
Sample Performance Indicator 5.2.8	Change number formats and modify cell styles.	MKSS 3.143 & MKSS 3.147			
Benchmark 5.3	Sort data, manipulate data using formulas and functions, and create charts.	IC3 Certifications - Spreadsheet	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	CR.1.A.4  Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 5.3.1	Sort information in ascending and/or descending order.	MKSS 3.157			
Sample Performance Indicator 5.3.2	Use a function/formula to add, subtract, multiply, divide, and average a group of numbers.	VDE Computer Apps 63			
Sample Performance Indicator 5.3.3	Identify and select data to create a chart or graph (e.g., student ages, favorite foods).	VDE Computer Apps 66			
Benchmark 5.4	Preview, edit, and print a spreadsheet.	MKSS 3.125	ELA.RST.6-8.3	LA.8.3.2 LA.8.1.6.k	CR.1.A.4  Alignment presumes that students must comprehend oral or written instructions to complete task (CC: ELA.RST.6-8.3; NE: LA.8.3.2, LA.8.1.6.k).
Sample Performance Indicator 5.4.1	Set print area.	MKSS 3.125.1			
Sample Performance Indicator 5.4.2	Print gridlines and formulas.	MKSS 3.125.3 & MKSS 3.125.6			
Sample Performance Indicator 5.4.3	Print a selection.	MKSS 3.125.2			
Sample Performance Indicator 5.4.4	Adjust alignment to center a worksheet horizontally and vertically.	MKSS 3.125.7			
<b>Standard 6</b>	<b>Students will create a formal presentation.</b>	MKSS 3.83			

Course Content		Reference/ Source	Crosswalk to Common Core Academic Standards	Crosswalk to Nebraska Academic Standards	Crosswalk to Nebraska Career Readiness Standards	Crosswalk Clarification
Benchmark 6.1	Create a slideshow.	MKSS 3.83	ELA.SL.8.5	LA.8.3.1.c	CR.1.A.4 CR.2.C.1	
Sample Performance Indicator 6.1.1	Use a design template.	MKSS 3.83.1				
Sample Performance Indicator 6.1.2	Insert automatic slide content.	MKSS 3.83.2				
Sample Performance Indicator 6.1.3	Insert slides using different slide layouts.	MKSS 3.84				
Sample Performance Indicator 6.1.4	Open, modify, and save an existing presentation.	MKSS 3.85				
Sample Performance Indicator 6.1.5	Switch between slide views.	MKSS 3.86				
Sample Performance Indicator 6.1.6	Create a presentation on a career in the Communication and Information Systems Career Field.	NCE Model				
<b>Benchmark 6.2</b>	<b>Format and edit a presentation.</b>	MKSS 3	ELA.SL.8.5	LA.8.3.1.c	CR.1.A.4 CR.2.C.1	
Sample Performance Indicator 6.2.1	Move and copy slide objects.	MKSS 3.87				
Sample Performance Indicator 6.2.2	Revise the sequence of slides.	MKSS 3.88				
Sample Performance Indicator 6.2.3	Change the slide background.	MKSS 3.89				
Sample Performance Indicator 6.2.4	Change the slide layout.	MKSS 3.90				
Sample Performance Indicator 6.2.5	Apply transitions and timings.	MKSS 3.91				
Sample Performance Indicator 6.2.6	Insert slides from file.	MKSS 3.92				
Sample Performance Indicator 6.2.7	Apply animation to text and create custom animations.	MKSS 3.93				
Sample Performance Indicator 6.2.8	Change the slide design color scheme.	MKSS 3.94				
Sample Performance Indicator 6.2.9	Insert and modify hyperlinks within a presentation.	MKSS 3.95				
Sample Performance Indicator 6.2.10	Work with slide masters.	MKSS 3.96				
Sample Performance Indicator 6.2.11	Insert headers and footers.	MKSS 3.97				
<b>Benchmark 6.3</b>	<b>Insert graphics, audio, and video.</b>	MKSS 3	ELA.SL.8.5	LA.8.3.1.c	CR.1.A.4 CR.2.C.1	
Sample Performance Indicator 6.3.1	Use the drawing tools.	MKSS 3.98				
Sample Performance Indicator 6.3.2	Manipulate graphics, drawing objects, and pictures.	MKSS 3.99				
Sample Performance Indicator 6.3.3	Work with gridlines and page guides.	MKSS 3.100				
Sample Performance Indicator 6.3.4	Insert audio and video clips.	MKSS 3.101				
Sample Performance Indicator 6.3.5	Apply animation to graphics and create custom	MKSS 3.102				
Sample Performance Indicator 6.3.6	Insert diagrams and graphs.	MKSS 3.103				

Course Content		Reference/ Source	Crosswalk to Common Core Academic Standards	Crosswalk to Nebraska Academic Standards	Crosswalk to Nebraska Career Readiness Standards	Crosswalk Clarification
<b>Benchmark 6.4</b>	<b>Use presentation tools to share slideshow.</b>	MKSS 3	ELA.SL.8.5	LA.8.3.1.c	CR.1.A.4 CR.2.C.1	
Sample Performance Indicator 6.4.1	Run a slideshow.	MKSS 3.104				
Sample Performance Indicator 6.4.2	Preview slides, print slides and print audience handouts.	MKSS 3.105				
Sample Performance Indicator 6.4.3	Deliver an oral presentation with a slideshow.	MKSS 3.106				
Sample Performance Indicator 6.4.4	Critique presentations.	MKSS 3.108				
Sample Performance Indicator 6.4.5	Save a presentation as a web page.	MKSS 3.109				
Sample Performance Indicator 6.4.6	Present the career presentation in the Communication and Information Systems Career Field.	NCE				
<b>Standard 7</b>	<b>Students will be able to understand the use of technology communication tools.</b>	CKSS 4				
	Navigate teacher-approved websites using web browsers.		ELA.WHST.6–8.8	LA.8.4.1.a LA.8.4.1.g	CR.1.A.4 CR.9.A.1	
Benchmark 7.1		CKSS 4: 4-2-1				
Sample Performance Indicator 7.1.1	Describe the Internet and how it is used.	CKSS 4: 4-1-1				
	Understand and use basic Internet terminology (e.g.,					
Sample Performance Indicator 7.1.2	URL, banner, task pane, bookmarks, cookies).	MKSS 4.1				
Sample Performance Indicator 7.1.3	Use the toolbar to navigate between websites.	CKSS 4: 4-2-2-2				
Sample Performance Indicator 7.1.4	Create and use favorites.	CKSS 4: 4-2-2-3				
Sample Performance Indicator 7.1.5	Use hyperlinks to navigate between web pages.	CKSS 4: 4-2-2-4				
Sample Performance Indicator 7.1.6	Perform searches to acquire information.	CKSS 4: 4-2-2-5				
Sample Performance Indicator 7.1.7	Identify parts of an email message.	CKSS 4: 4-1-3-2				
Sample Performance Indicator 7.1.8	Create an email message from inside an application.	CKSS 4: 4-2-3				
Sample Performance Indicator 7.1.9	Demonstrate appropriate behavior for email use.	CKSS 4: 4-1-3-1				
		CKSS 4: 4-1-3-3 & CKSS				
Sample Performance Indicator 7.1.10	Send, receive, and reply to an email message.	4: 4-1-3-4				
Sample Performance Indicator 7.1.11	Evaluate acquired information for validity and	CKSS 5: 5-3				
Sample Performance Indicator 7.1.12	Explain domain extensions (e.g., gov, edu, org).	MKSS 4.3.1				
Sample Performance Indicator 7.1.13	Cite web sources.	CKSS 5: 5-4				

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<b>Benchmark 7.2</b>	<b>Select appropriate technology tools for the task and audience.</b>	MKSS 4.1	N/A	N/A	N/A	
Sample Performance Indicator 7.2.1	Use handwriting and speech/voice recognition and mobile devices.	CKSS 7: 7-1				
Sample Performance Indicator 7.2.2	Scan documents, photos, and insert digital images.	CKSS 7: 7-3				

## Reference Sheet

### Key Code Source

VDE	Virginia Department of Education
LPS	Lincoln Public Schools - NE
OPS	Omaha Public Schools - NE
MKSS	Missouri Keyboarding Scope & Sequence
CKSS	Cengage Keyboarding Scope & Sequence
CSM	Common Sense Media
IC3	Certiport
KS	Knowledge Skills - Nebraska Career Connections
VA	Virginia – Mastering Information Technology
NCE	Nebraska Career Education Model

## Additional Resources for Educators

<b>Suggestions for innovative teaching and learning strategies</b>	Common Sense Media
<b>Related Assessments</b>	Computer software 1-minute timed writings
<b>Extended Learning Opportunities</b>	FBLA
<b>Professional Development Opportunities</b>	Common Sense Media - Educator online training Conferences (e.g., NCE Conference, NBEA, NETA) Professional Associations (e.g., NSBEA, NETA, ACTE) <a href="http://www.teachingideas.co.uk/welcome/start.htm">http://www.teachingideas.co.uk/welcome/start.htm</a> <a href="http://old.digizen.org/cyberbullying/fullFilm.aspx">http://old.digizen.org/cyberbullying/fullFilm.aspx</a> <a href="http://www.netsmartz.org/Parents">http://www.netsmartz.org/Parents</a> <a href="http://internet4classrooms.com">internet4classrooms.com</a> <a href="http://www.teachervision.com">www.teachervision.com</a> <a href="http://www.tammyworchester.com/">www.tammyworchester.com/</a> FBLA Formatting Guide: <a href="http://www.fbla-pbl.org/docs/FBLA-PBLFormat%20Guide2010.pdf">http://www.fbla-pbl.org/docs/FBLA-PBLFormat%20Guide2010.pdf</a>
<b>Community Links/Resources available</b>	

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