

COMPUTER 8

PURPOSE: Students will continue development of keyboarding skills. Document processing skills will be expanded in creating letters, reports, and tables. Students will also create database and spreadsheet files. Desktop Publishing will be introduced. Internet will also be used as a search tool.

HIGH ACHIEVEMENT UNIT OUTCOMES:

Outcome I: Students will demonstrate keyboarding skill at a minimum speed of 25 wpm at 85% accuracy.

Components:

1. Timed Writings will be given weekly

Outcome II: Students will demonstrate the ability to key, edit, format, and print a memorandum

Components:

1. The Students will key a memorandum using the correct format.

Outcome III: Students will demonstrate the ability to key, edit, format, and print a short report

Components:

1. Students will be given a report to type in the correct format.

Outcome IV: Students will demonstrate to key, edit, format, and print a letters.

Components:

1. Students will key and format a business letter.
2. Students will key and format a letter of complaint.

Outcome V: Students will demonstrate the ability to key, edit, format, and print columnar information

Components:

1. Students will create an event program in 2 columns.

Outcome VI: Students will demonstrate the ability to create, edit, filter, sort and print a database report

Components:

1. Students will create a simple database.
2. Students will edit a simple database.
3. Students will filter and sort information in a database.
4. Students will create and print database reports.

Outcome VII: Students will demonstrate the ability to create a spreadsheet using functions and formulas.

Components:

1. Students will create a simple spreadsheet with labels and numeric data.
2. Students will create a spreadsheet using formulas and functions.

Outcome VIII: Students will demonstrate the ability to print specific spreadsheet information.

Components:

1. Students will print specific data from a spreadsheet.

Outcome IX: Students will demonstrate the ability to create and print simple graphs from spreadsheet data.

Components:

1. Students will create and print a bar graph from spreadsheet data.
2. Students will create and print a pie graph from spreadsheet data.

Outcome X: Students will demonstrate the ability to create documents with text and graphics.

Components:

1. Students will create a flyer using text and graphics
2. Students will create an event program with text and graphics.