

URBANDALE COMMUNITY SCHOOL DISTRICT  
CURRICULUM FRAMEWORK OUTLINE

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SUBJECT:	Vocational Education	
COURSE TITLE:	Computer Applications I	
GRADE LEVEL:	Grade 9, 10, 11, 12	Elective:
PREREQUISITES:	None	1 Credit / 1 Semester

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**COURSE DESCRIPTION:**

Students will work with the computer using various software. The emphasis will be on word processing and keyboarding skills. Students will learn correct formatting for reports, tables, letters, and special projects. Also, desktop publishing, paint, database, and spreadsheet will be introduced.

**CONTENT STANDARDS AND BENCHMARKS:**

In order that students achieve the maximum benefit from their talents and abilities, the students of Urbandale Community School District's Computer Applications I course should be able to...

**Content Standard I. Demonstrate comprehension, computation, and applied technology skills.**

- Benchmarks:
- Create and edit documents using a word processing program.
  - Create and edit documents using a painting and drawing program.
  - Create and edit documents using a desktop publishing program.
  - Create and edit documents using a database program.
  - Create and edit documents using a spreadsheet program.

**Content Standard II. Develop communication, employability, and life-management skills.**

- Benchmarks:
- Demonstrate an understanding of and apply the basic characteristics and uses of computer hardware.
  - Demonstrate job-gaining and job-keeping skills.



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<b>GRADE LEVEL:</b>	<b>Grade 9, 10, 11, 12</b>	<b>Elective:</b>
<b>PREREQUISITES:</b>	<b>None</b>	<b>1 Credit / 1 Semester</b>

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**CONTENT STANDARDS AND COURSE BENCHMARKS WITH INDICATORS  
FOR COMPUTER APPLICATIONS I:**

**Standard I. Demonstrate comprehension, computation, and applied technology skills. Students in Computer Applications I should be able to ...**

**Benchmark: Create and edit documents using a word processing program.**

Indicators: Create, edit, and print word processing documents (e.g., reports, letters, memos).  
Compose at the computer.  
Format, edit, and print multiple-page reports with footnotes, long quotes, bulleted items, page numbers, bibliography, and title page.  
Format, edit and print personal letters, business letters, and memos.  
Proofread for correct grammar, format, spelling, and punctuation.  
Demonstrate proficiency in using two different word processing programs.  
Access and apply the help screen.  
Apply and demonstrate an understanding of the capabilities of word processing and how it can be used in other classes and at home.

**Benchmark: Create and edit documents using a painting and drawing program.**

Indicators: Create a document using clip art, painting, and drawing tools.  
Enhance word processing documents using paint and draw tools.

**Benchmark: Create and edit documents using a desktop publishing program.**

Indicators: Demonstrate an understanding of basic layout principles.  
Reproduce a variety of business layouts to the satisfaction of the client.  
Duplicate publications by creating a layout grid, placing and formatting text, adding and resizing graphics, inserting pages, and setting column guidelines.

**Benchmark: Create and edit documents using a database program.**

Indicators: Create, edit, and print database documents.



Demonstrate *find, search, and match*.  
Practice layout techniques to create a report.  
Create a basic database for personal use.

**Benchmark: Create and edit documents using a spreadsheet program.**

Indicators: Input, edit, and print spreadsheet documents.  
Demonstrate an understanding of the following functions: sum, average, maximum, minimum, and count.  
Create, alter, and print charts.  
Create basic spreadsheet for personal use.

**Standard II. Develop communication, employability, and life-management skills.  
Students in Computer Applications I should be able to ...**

**Benchmark: Demonstrate an understanding of and apply the basic characteristics and uses of computer hardware.**

Indicators: Identify and use common computer hardware (e.g., printer, file server, keyboard, monitor, and mouse).  
Demonstrate an understanding of file transfer between lab computers and the LAN server.  
Demonstrate an understanding of the different platforms used in a business

**Benchmark: Demonstrate job-getting and job-keeping skills.**

Indicators: Identify careers that would use specific software programs.  
Follow directions/accept supervision willingly.  
Utilize time effectively.  
Define goals  
Prioritize tasks.  
Accept individual differences.  
Exhibit dependability.  
Demonstrate punctuality.  
Adapt to change/demonstrate flexibility.  
Produce quality work.  
Use appropriate terminology.  
Identification and communication of basic computer problems.  
Troubleshooting of basic computer problems applying information from the help screens and experienced users.

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

