

URBANDALE COMMUNITY SCHOOL DISTRICT
CURRICULUM FRAMEWORK OUTLINE

SUBJECT:	Vocational Education	
COURSE TITLE:	Computer Applications II	
GRADE LEVEL:	Grade 9, 10, 11, 12	Elective:
PREREQUISITES:	Computer Applications I	1 Credit / 1 Semester

COURSE DESCRIPTION:

Computer Applications II prepares students to function in an environment, educational, personal, or vocational in which computer confidence has become the expected norm. Students develop precise hands-on skills in using common software applications, including spreadsheet, database, desktop publishing, and presentation software.

CONTENT STANDARDS AND BENCHMARKS:

In order that our students may achieve the maximum benefit from their talents and abilities, the students of Computer Applications II should be able to . . .

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

Benchmarks: Create and edit documents using a database program.
Create and edit documents using a spreadsheet program.
Create and edit documents using a desktop publishing program.

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

Benchmarks: Demonstrate knowledge of the basic characteristics and uses of computer hardware.
Communicate orally using presentation software.
Collaborate with a team to create newsletters and reports.



**URBANDALE COMMUNITY SCHOOL DISTRICT
CURRICULUM FRAMEWORK OUTLINE**

SUBJECT:	Vocational Education	
COURSE TITLE:	Computer Applications II	
GRADE LEVEL:	Grade 9, 10, 11, 12	Elective:
PREREQUISITES:	Computer Applications I	1 Credit / 1 Semester

**CONTENT STANDARDS AND BENCHMARKS WITH INDICATORS FOR
COMPUTER APPLICATIONS II**

Standard I. Demonstrate comprehension, computation, and applied technology skills - The students in Computer Applications II should be able to...

Benchmark: Create and edit documents using a database program.

Indicators: Create a database using design principles taking the audience' needs into consideration
Create, format, edit and print database reports
Use find, search, and match
Specify group totals, count, and calculated fields.
Use layout techniques to create a report.
Create and print mailing labels.
Integrate database into work processing.
Identify careers that would use specific software programs.

Benchmark: Create and edit documents using a spreadsheet program.

Indicators: Create a spreadsheet report using layout and design principles taking the audience's needs into consideration.
Create, edit, and print spreadsheet documents.
Apply the following functions: *sum, average, count, maximum, minimum, average, find, if.*
Create graphs and incorporate them into a report.
Identify careers that would use specific software applications.

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

Indicators: Create a newsletter using layout and design principles taking the audiences' needs into consideration.
Combine the elements of text and graphics to produce documents that are both attractive and functional.
Use graphics to enhance the visual appeal of a document.



Create publications modifying text justification, tabulation, typeface, size, style, kerning, and leading.

Apply the basic concepts of graphic design, including layout, typography, and graphics.

Identify careers that would use specific software applications.

**Standard II. Develop communication, employability, and life-management skills. -
The students in Compute Applications II should be able to...**

Benchmark: Demonstrate knowledge of the basic characteristics and uses of computer hardware.

Indicators: Identify and use common computer hardware (e.g., CD-ROM and CD-RW, printer, scanner, digital camera, file server).

Demonstrate an understanding of file transfer between lab computers, LAN server, and the Internet.

Research careers for which they would use specific hardware.

Benchmark: Communicate orally using presentation software.

Indicators: Create a presentation emphasizing key concepts using a minimum of text and present it to the class.

Present a slide show to the class using language, style, format, and vocabulary appropriate for the audience.

Utilize visual images to enhance understanding of concepts.

Create, edit, and communicate attractive, professional-looking business graphics (i.e., calendars, time lines, tables, flowcharts, outlines).

Identify careers that would use specific software applications.

Benchmark: Collaborate with a team to create presentations, newsletters and reports.

Indicators: Follow directions/accept supervision willingly.

Help establish project goals.

Identify and use the strengths of others.

Evaluate the overall progress toward the goal.

Work effectively with all members of the group.

Show respect for others.

Contribute an equal share to the project and exhibit dependability.

Utilize time effectively and demonstrate punctuality.

Prioritize tasks.

Adapt to change/demonstrate flexibility.

Produce the expected quality and quantity of work.

Use appropriate terminology.



Apply and demonstrate an understanding of the capabilities of desktop publishing, spreadsheet, and database programs for personal use. Follow software copyright laws.

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.

