

Southern York County School District Instructional Plan

Name:	Dates: August/September
Course/Subject: Introduction to Computer Applications	Unit 1 – Introduction to Mac Computers
Stage 1 – Desired Results	
PA Standard(s)/Assessment Anchors Addressed: Science and Technology 3.7.7.D.5 Apply intermediate skills in utilizing word processing, database and spreadsheet software.	
Understanding(s): <i>Students will understand . . .</i> <ol style="list-style-type: none"> 1. Effective file and folder management promotes efficiency. 2. Mac and PC computers differ in desktop, layout, and key features. 3. iPhoto a program that saves digital photographs, organize them into albums, publish them to websites, disks, and printed albums. 4. Photos can be edited in iPhoto. 	Essential Question(s): <ul style="list-style-type: none"> ▪ To what extent can technology be used to enhance your academic, business and personal life? ▪ To what extent can effective photo management increase efficiency?
Learning Objectives: <i>Students will know . . .</i> <ul style="list-style-type: none"> ▪ Key Features of a Mac Computers: Syncing, Finders, Expose-Spaces, Preview Window <ul style="list-style-type: none"> ○ Syncing is an application that merges data with devices such as iPods, phones, and other handheld devices. ○ The Finder organizes and displays views of files and folders on your computer and any device connected. ○ Expose allows you to instantly view and/or hide all open documents and screens with either a key stroke or mouse movement. ○ Spaces lets you organize your windows into groups (multiple desktops) to reduce desktop clutter. ○ Preview Window allows you to view documents and images in your finder before opening ○ By holding down Apple + Shift + 4, capture allows you to take an image of a portion of your document screen. ▪ How System Preferences allows you to customize your Mac. 	Students will be able to: <ul style="list-style-type: none"> ▪ Navigate around a Mac computer ▪ Customize the Mac computer ▪ Use the Doc ▪ Use the Finder ▪ Manage a digital library ▪ Edit digital photographs
Name:	Dates: October

Course/Subject: Introduction to Computer Applications	Unit 2 – Word Processing and Desktop Publishing
Stage 1 – Desired Results	
PA Standard(s)/Assessment Anchors Addressed: Science and Technology 3.7.7.D.5 Apply intermediate skills in utilizing word processing, database and spreadsheet software.	
Understanding(s): <i>Students will understand . . .</i> <ol style="list-style-type: none"> 1. The Word application is a document-processing program is used to create many different types of documents. 2. Apple’s iWork Pages function as both a streamlined word processor and an easy-to-use page layout tool. It assists users in creating professional looking documents. 3. Basic text formatting can enhance a document. 4. Text can be controlled through tabs, spacing, bullets, numbers, and margins to make a document more organized and effective. 5. Word includes automated features that make document creation easier for the user. 6. Tables help organize data and information in a neat and organized manner. 7. By properly combining and formatting text and graphics, documents can become more visually appealing. 	Essential Question(s): <ul style="list-style-type: none"> ▪ To what extent can technology be used to enhance your academic, business and personal life? ▪ What knowledge and skills are needed to use a computer effectively.
Learning Objectives: <i>Students will know . . .</i> <ul style="list-style-type: none"> ▪ Key Terms in Document Processing: Text Wrap, Page Orientation, Margins, Fonts, Serif, San Serif, Tabs ▪ Common font styles ▪ Difference between horizontal and vertical alignment ▪ Difference between the types of indents and tabs ▪ How to format an outline using bullets and numbers ▪ How to effectively text wrap pictures and objects in a document ▪ Apple’s version of Microsoft Word uses a Formatting Palette to apply formatting. It is comparable to the formatting and drawing toolbar in Word. ▪ Key Terms for Pages: Inspector, Mask, Alpha, Media Browser <ul style="list-style-type: none"> ○ You can format most elements of 	Students will be able to: <ul style="list-style-type: none"> ▪ Navigate through a document ▪ Change Page Orientation ▪ Apply the concept of cut, copy and paste using different methods ▪ Perform basic formatting features to type. ▪ Demonstrate a knowledge of to control text by working with tabs, margins, bullets/numbering, spacing, and alignment ▪ Demonstrate knowledge of helpful Word features including: AutoCorrect, AutoFormat, AutoText, and AutoComplete. ▪ Format pictures and objects through grouping, flipping/rotating, text wrapping, and resizing. ▪ Insert breaks in documents to format sections differently from the rest of the

<p>your document or presentation using the panes of the inspector window, including text appearances, positioning of graphics, and more.</p> <ul style="list-style-type: none"> ○ You can crop images without actually changing the image files by masking parts of the image. ○ The Instant Alpha tool enables you to convert certain colors in an image to transparent, which is useful for removing unwanted backgrounds. ○ Media browser allows you to locate all media files on your computer. 	<p>document</p> <ul style="list-style-type: none"> ▪ Create professional looking documents while following proper formatting techniques ▪ Create multimedia original work using Pages. ▪ Mask an image ▪ Edit an image using Alpha wand ▪ Work with templates ▪ Use the Media tool to insert media into a document
<p>Name:</p>	<p>Dates: November</p>
<p>Course/Subject: Introduction to Computer Applications</p>	<p>Unit 3 – Spreadsheets</p>
<p>Stage 1 – Desired Results</p>	
<p>PA Standard(s)/Assessment Anchors Addressed: Science and Technology 3.7.7.D.5 Apply intermediate skills in utilizing word processing, database and spreadsheet software.</p>	
<p>Understanding(s): Students will understand . . .</p> <ol style="list-style-type: none"> 1. Excel is an application used to create spreadsheets and charts in order to collect, organize, and manipulate data. 2. Excel has numerous functions that assist one in their job and/or personal life. 3. The order of evaluation is essential when creating formulas. 4. Cell referencing allows you to copy and move formulas throughout a spreadsheet. 5. Graphs and Charts can be created easily with a properly formatted spreadsheet. 	<p>Essential Question(s):</p> <ul style="list-style-type: none"> ▪ To what extent can spreadsheets be used to enhance your academic, business and personal life? ▪ What knowledge and skills are needed to use a computer effectively?
<p>Learning Objectives: Students will know . . .</p> <ul style="list-style-type: none"> ▪ Key Terms: spreadsheet, worksheet, columns, rows, range, cell reference, formula, operand, operator, function, argument, conditional formatting ▪ Key features of the Excel document screen ▪ Formulas MUST begin with an equal ▪ Function formulas are special formulas that do not use operators to calculate the results. ▪ The difference between relative, mixed, and absolute cell referencing. 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ▪ Navigate through a worksheet and workbook ▪ Create, enter, and edit data, formulas and functions within a cell. ▪ Format numbers and text within a cell ▪ Manipulate data and a spreadsheet so that it is easy to understand by viewers (ie. Format spreadsheet, sort data, create graphs and charts) ▪ Create worksheets and workbooks that are easily to follow and include many formulas and functions using cell

	referencing.
Name:	Dates: December / January
Course/Subject: Introduction to Computer Applications	Unit 4 – Presentations
Stage 1 – Desired Results	
PA Standard(s)/Assessment Anchors Addressed:	
Science and Technology	
3.7.7.D.5 Apply intermediate skills in utilizing word processing, database and spreadsheet software.	
Understanding(s): <i>Students will understand . . .</i> <ol style="list-style-type: none"> 1. Microsoft PowerPoint is a presentation application that can be used to assist in your personal and business life. 2. Apple’s iWork Keynote is a presentation software that assists users in creating multimedia presentations incorporating music, images, and video. 3. Using many forms of media increases the possibility of gaining the attention and interest of its viewers. 4. Presentations can be horizontal or vertical. 5. Presentations must catch a reader’s attention in order to be effective. 6. Slide layout is critical to a successful presentation. 	Essential Question(s): <ul style="list-style-type: none"> ▪ To what extent can presentation software be used to enhance your academic, business and personal life? ▪ What knowledge and skills are needed to use a computer effectively?
Learning Objectives: <i>Students will know . . .</i> <ul style="list-style-type: none"> ▪ Key Terms: Inspector, Mask, Alpha, SmartBuilds <ul style="list-style-type: none"> ○ You can format most elements of your document or presentation using the panes of the inspector window, including text appearances, positioning of graphics, and more. ○ You can crop images without actually changing the image files by masking parts of the image. ○ The Instant Alpha tool enables you to convert certain colors in an image to transparent, which is useful for removing unwanted backgrounds. ○ SmartBuilds allows you to add a predefined build to animate a collection of photos or images. ▪ How to create an effective presentation so that an audience can follow and enjoy viewing ▪ How animation, transitions, and timing 	Students will be able to: <ul style="list-style-type: none"> ▪ Apply animation, transitions, and timing to a presentation ▪ Create a design template ▪ Effectively organize a slide ▪ Mask an image ▪ Edit an image using Alpha wand in Keynote ▪ Apply SmartBuilds to a presentation ▪ Use the Media Browser to insert media into a presentation ▪ Create multimedia original work

are used to assist in a presentation