

**DENVER PUBLIC SCHOOLS**  
**CAREER AND TECHNICAL EDUC. CURRICULUM    PACING AND PLANNING**

**SYLLABUS For: CTE Computer Technology 7**

**Course: 4909**

Standards	Objectives	1-6 wks or 1-4 wks	7-12 wks <block>	13-18 wks or 5-9 wks.
<p><b>STANDARD 4:</b> The student will communicate for a variety of purposes and audiences, using various tools and methods.</p> <p>4.1 Communicate in a clear, courteous, concise, and correct manner on a personal and professional level.</p> <p>4.2 Use appropriate vocabulary grammar and format in oral and written communications.</p> <p>4.4 Use technology to enhance the effectiveness of communications.</p>	<ul style="list-style-type: none"> <li>◆ Use basic research techniques and know where to go to find appropriate resources. (4.1)</li> <li>◆ Define literacy using group discussion. (4.1)</li> <li>◆ Plan and present short presentations, individually or as a member of a group. (4.1)</li>   <li>◆ Format a formal and personal business letter. (4.2)</li>   <li>◆ Use computer networks to facilitate collaborative or individual learning and communicating. (4.4)</li> <li>◆ Use basic functions of word processing software. (4.4)</li> <li>◆ Refine documents using electronic spell checker, thesaurus, and grammar check. (4.4)</li> <li>◆ Demonstrate basic keyboarding and computer functions. (4.4)</li> <li>◆ Use clip art in documents. (4.4)</li> </ul>			
<p><b>STANDARD 5:</b> The student will utilize a variety of computer software demonstrating a mastery of workplace technical skills.</p> <p>5.1 Use touch keyboarding skills to enter and manipulate text and data.</p> <p>5.3 Demonstrate basic operating system navigation.</p> <p>5.4 Enter, sort, and retrieve data from spreadsheets; and create formulas, use functions, create charts and graphs.</p> <p>5.5 Enter, sort, and retrieve data from databases; define records and fields; and create simple, complex queries, reports, and forms.</p>	<ul style="list-style-type: none"> <li>◆ Develop touch keyboarding techniques. (5.1)</li> <li>◆ Use appropriate startup and shutdown procedures. (5.1)</li>   <li>◆ Apply procedures used to restart and recover from situations such as system failure. (5.3)</li> <li>◆ Understand proper system skills involving computer operations. (5.3)</li> <li>◆ Use technology as an educational tool. (5.3)</li> <li>◆ Demonstrate proficient use of the desktop, accessories, menu bars, and other appropriate features of a computer operating system. (5.3)</li>   <li>◆ Explain the nature and inter-relationships of rows, columns, cells, and ranges. (5.4)</li> <li>◆ Enter data into cells, edit data, create simple formulas, and use basic functions. (5.4)</li>   <li>◆ Create a database as a means to store and manipulate data. (5.5)</li> <li>◆ Print a report from a database document containing appropriate information and formatting. (5.5)</li> <li>◆ Enter data into and edit fields and records. (5.5)</li> <li>◆ Print the material and data. (5.5)</li> </ul>			

<p>5.6 Create and edit electronic presentations with transitions, images, and charts.</p> <p>5.7 Describe positions and career paths in information systems.</p> <p>5.8 Establish and use a personal code of ethics for information systems use and management.</p> <p>5.9 Identify, select, evaluate, use, customize, and problem solve application software.</p> <p>5.10 Integrate word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia, and imaging software as well as industry-specific and subject-specific software into real life problems.</p> <p>5.13 Demonstrate knowledge of electronic communication.</p>	<ul style="list-style-type: none"> <li>◆ Use various multimedia technologies. (5.6)</li> <li>◆ Develop basic electronic presentations. (5.6)</li>   <li>◆ Demonstrate how information systems can support learning in all curriculum areas. (5.7)</li>   <li>◆ Establish a code of behavior and etiquette in all Internet communications and in information systems for the responsible use through the guidance of the Denver Public Schools' student Internet agreement. (5.8)</li> <li>◆ Respect copyright laws regarding the copying of software and graphics. (5.8)</li> <li>◆ Respect the privacy of others. (5.8)</li>   <li>◆ Identify the types of application software and explain their purpose and use. (5.9)</li>   <li>◆ Use touch keyboarding techniques and word processing software to create, modify, store, retrieve, and print documents. (5.10)</li> <li>◆ Compose, organize, and edit information using a keyboard. (5.10)</li> <li>◆ Explain the purposes, functions, and common features of word processing software. (5.10)</li> <li>◆ Explain the meaning of common word processing terminology. (5.10)</li> <li>◆ Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation. (5.10)</li> <li>◆ Place graphic images in documents. (5.10)</li> <li>◆ Create images using paint and draw tools. (5.10)</li> <li>◆ Load, edit and save graphic images such as maps and diagrams. (5.10)</li>   <li>◆ Follow guidelines, use agreements and etiquette using electronic information sources. (5.13)</li> <li>◆ Identify various types of on-line services. (5.13)</li> <li>◆ Access, navigate, and use on-line services. (5.13)</li> <li>◆ Use search engine to find information on the internet. (5.13)</li> </ul>			
---	---	--	--	--

<b>DPS Standards</b>	<b>Objectives</b>	<b>1-6 wks or 1-4 wks</b>	<b>7-12 wks &lt;block&gt;</b>	<b>13-18 wks or 5-9 wks</b>
<p><b>READING &amp; WRITING</b>  <b>STANDARD 2:</b> Students write and speak for a variety of purposes and audiences.</p> <p><b>STANDARD 3:</b> Students write and speak using formal grammar, usage, sentence structure, punctuation, capitalization, and spelling.</p> <p><b>STANDARD 4:</b> Students apply thinking skills to their reading, writing, speaking, listening, and viewing.</p> <p><b>MATHMATICS</b>  <b>STANDARD 3:</b> : Data Analysis Including Probability and Statistics – Students use data collection and analysis, statistics, and probability in problem-solving situations and communicate the reasoning used in solving these problems.</p> <p><b>STANDARD 6:</b> Computations – Students link concepts and procedures as they develop and use computational techniques, including estimation, mental arithmetic, paper and pencil, calculators, computers, and other manipulatives in problem-solving situations and communicate the reasoning used in solving these problems.</p>	<p>2.4 Plan, draft, revise, proofread, edit, and publish written communication.</p> <p>2.6 Prepare written and oral presentations using strategies such as lists, outlining, cause/effect relationships, comparison/contrast, problem/solution, and narration.</p> <p>3.1 Recognize, understand, and use formal grammar in speaking and writing.</p> <p>3.4 Demonstrate correct punctuation, capitalization, and spelling.</p> <p>4.1 Make predictions, analyze, draw conclusions, and discriminate between fact and opinion in reading, writing, speaking, listening, and viewing.</p> <p>3.4 Understand and use appropriate technology for data collection and analysis.</p> <p>6.2 Develop, use, and analyze algorithms and formulas.</p>			