HUDSONVILLE HIGH SCHOOL COURSE FRAMEWORK

COURSE / SUBJECT Computer Applications

KEY COURSE OBJECTIVES/ENDURING UNDERSTANDINGS (Important ideas and core processes)	**UNIT PACING** (Names of units and approximate pacing)	**UNIT LEARNING TARGETS** (By the end of the trimester, students will be able to. . .)	**STANDARD** (Which standards (i.e. common core, MMC, etc.) does this address?)
1) Introduction to Developing Formal Business Documents Using Microsoft Office 2) Development of Documents for Desktop Publishing Using Creativity and Innovation 3) Able to Apply Learned Technology Skills in Real Life Projects and Simulations 4) A Basic Understanding of Coding 5) Creation and Maintenance of a Digital Portfolio 6) Improve Individual Keyboarding Speed and Accuracy, Spelling and Grammar through Various Keyboarding Activities	Unit A - Word Processing & Database Unit B - Spreadsheet Unit C – Electronic Presentations Unit D – Desktop Publishing Unit E – Introduction to Coding/Programming Using Arduino Unit F – Business Simulation *Digital Portfolio Creation and Maintenance *Continue to Build Keyboarding Skill, Grammar and Spelling Knowledge	Use Microsoft Office to Create Various Documents, Spreadsheets, Slideshows in the Proper Business Format Use Adobe CC for Creating Documents for Desktop Publishing Use Arduino to Design, Code and Build a Project Continue to Improve Keyboard Speed and Accuracy and to Improve Technical Business Writing Skills	Standards match the Davenport, Baker College and GRCC's Articulation Agreement (Students receive college credit with a B or higher in course)