

**Adapted CTE Course Blueprint of Essential Standards for
BU10A Computer Skills and Applications I**
(Recommended hours of instruction: 67-90)

Comp # Obj #	Unit Titles/Competencies, Objectives, and Essential Questions	Hours of Instruction	Core/ Supplemental	MSL
	<i>By the end of this unit/competency/objective, students will be able to...</i>			
A	KEYBOARDING SKILLS	47		
1.00	Apply the touch method in operating the keyboard <ul style="list-style-type: none"> • Why is proper typing technique important? • What keyboarding techniques should be used when typing on a computer keyboard? • What is touch typing? • What does <i>GWAM</i> stand for and how is it calculated? • What are common symbols used in keyboarding? • What is the numeric keypad used for? 			
1.01	<i>Implement proper keyboarding techniques</i>	2	Core	
1.02	<i>Execute the touch method in operating the alphabetic keys</i>	15	Core	Keyboarding Module 1 – Alpha Keys
1.03	<i>Execute the touch method in operating the number and symbol keys and the numeric keypad</i>	15	Core	Keyboarding Module 2 – Numbers/Symbols and Numeric Keypad
1.04	<i>Increase keyboarding speed and accuracy when using the touch method</i>	15	Core	Keyboarding Module 3 – Building Speed and Accuracy
B	DIGITAL LITERACY			
2.00	Understand computer components <ul style="list-style-type: none"> • What are the parts and features of a computer? • What are the functions and components of operating systems and programs? 		Supplemental	
2.01	<i>Classify computer components</i>		Supplemental	
2.02	<i>Understand computer performance and features</i>		Supplemental	

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C	WORD PROCESSING BASICS AND BUSINESS CORRESPONDENCE	20		
3.00	Understand formatting skills in document processing <ul style="list-style-type: none"> • What is word processing software and what is it used for? • Why is formatting applied to fonts, paragraphs, and pages? • How can the editing tools in a word processing program assist you? • What are the functions of the operational keys on the keyboard? • What are the various ways to format paragraphs in keyed documents? 	5		
3.01	<i>Apply appropriate formatting to keyed documents and use editing tools and operational keys effectively</i>	2.5	Core	<i>Word Processing Basics and Business Correspondence</i>
3.02	<i>Apply paragraph formats effectively</i>	2.5	Core	<i>Word Processing Basics and Business Correspondence</i>
4.00	Apply formatting features in document processing <ul style="list-style-type: none"> • Which document is the most appropriate means of communication in a given business situation and why? • What is e-mail and what is it used for? • What guidelines should be followed when composing e-mails? • Why is proper document formatting important? • What are tables used for? • How should tables be formatted when included in a document? • What are reports used for? • What guidelines should be followed when formatting reports? • What are personal-business letters and what are they used for? • What are business letters and what are they used for? • What are the formatting guidelines for personal-business and business letters? 	15		
4.01	<i>Compose effective e-mail correspondence</i>	5	Core	<i>Word Processing Basics and Business Correspondence</i>
4.02	<i>Apply correct table format</i>	2	Core	<i>Word Processing Basics and Business Correspondence</i>
4.03	<i>Apply correct report format</i>	5	Core	<i>Word Processing Basics and Business Correspondence</i>
4.04	<i>Apply correct letter formats</i>	3	Core	<i>Word Processing Basics and Business Correspondence</i>

