

**Adapted CTE Course Blueprint of Essential Standards for
BU10B Computer Skills and Applications II**
(Recommended hours of instruction: 67-90)

Comp # Obj #	Unit Titles/Competencies, Objectives, and Essential Questions	Hours of Instruction	Core/ Supplemental	MSL
A	DIGITAL LITERACY	30		
1.00	Computer Basics <ul style="list-style-type: none"> • What are the parts and features of a computer? • What are the functions and components of operating systems, programs, and networks? 	5		
1.01	<i>Classify computer components</i>	2	Core	N/A
1.02	<i>Understand computer performance and features</i>	2	Core	N/A
1.03	<i>Ignition Digital Literacy Module 1: Buying a Computer</i>	1	Core	N/A
2.00	The Internet and World Wide Web <ul style="list-style-type: none"> • What are the uses and features of the Internet and the World Wide Web? • What are methods of online communication? 	5		
2.01	<i>Introduction to Networks</i>	1	Core	N/A
2.02	<i>The Internet</i>	1	Core	N/A
2.03	<i>The World Wide Web</i>	2	Core	N/A
2.04	<i>Ignition Digital Literacy Module 2: Wireless Communication</i>	1	Core	N/A
3.00	Computer Security and Privacy <ul style="list-style-type: none"> • What are threats to your computer? • What are the guidelines for protecting your computer and family from online predators? 	15		
3.01	<i>Introduction to Computer Security and Privacy</i>	2	Core	N/A
3.02	<i>Protecting Your Computer and Your Data</i>	2	Core	N/A
3.03	<i>Protecting Yourself and Your Family from Security Threats</i>	4	Core	N/A
3.04	<i>Keeping Your Computer Secure and Updated</i>	2	Core	N/A
3.05	<i>Computer Ethics</i>	2	Core	N/A
3.06	<i>Ignition Digital Literacy Module 3: The Viral World</i> <i>Ignition Digital Literacy Module 4: Internet Resources and Credibility</i> <i>Ignition Digital Literacy Module 6: Digital Relationships and Respect</i>	3	Core	N/A

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A	DIGITAL LITERACY	30		
4.00	Productivity Programs <ul style="list-style-type: none"> What are the uses of word processing, desktop publishing, and spreadsheet programs? What are the uses of a database and presentation programs? 	5		
4.01	<i>Introduction to Productivity Programs</i>	1	Core	N/A
4.02	<i>Communication Programs</i>	1	Core	N/A
4.03	<i>Educational and Entertainment Programs</i>	1	Core	N/A
4.04	<i>Ignition Digital Literacy Module 5: Creating Multimedia Products</i>	1	Core	N/A
4.05	<i>Ignition Digital Literacy Module 7: The Future of Technology and You</i>	1	Core	N/A
B	WORD PROCESSING ADVANCED BUSINESS DOCUMENTS	15		
5.00	Word Processing Software <ul style="list-style-type: none"> What is the use of a word processing program? What formatting guidelines should be used when keying a research report, a title page, bibliography, and table of contents? How can you manipulate tables and pictures within word processing documents? 			
5.01	<i>Word Processors</i>	2	Core	<i>WP Advanced Business Documents</i>
5.02	<i>Research Reports, Title pages, and Bibliographies</i>	10	Core	<i>WP Advanced Business Documents</i>
5.03	<i>Table of Contents</i>	3	Core	<i>WP Advanced Business Documents</i>
C	SPREADSHEET BASICS	15		
6.00	Understand the basics of spreadsheets <ul style="list-style-type: none"> What formatting options are used in spreadsheets and why? What operations and formulas are commonly used in spreadsheets and why? What results are produced by the operations and formulas? 			
6.01	<i>Spreadsheets and Components of Spreadsheets</i>	4	Core	<i>Spreadsheet Basics and Formulas</i>
6.02	<i>Formatting Spreadsheets</i>	3	Core	<i>Spreadsheet Basics and Formulas</i>
6.03	<i>Spreadsheet Formulas</i>	8	Core	<i>Spreadsheet Basics and Formulas</i>
D	PRESENTATION BASICS	15		
7.00	Understand the purpose and procedures for developing a multimedia presentation <ul style="list-style-type: none"> When should presentation software be used to communicate information? What content is appropriate for delivery through presentation software? 			
7.01	<i>Characteristics of Least and Most Appropriate Content for Presentation Software</i>	3	Core	<i>Presentation Basics</i>
7.02	<i>Procedures for Developing a Presentation</i>	12	Core	<i>Presentation Basics</i>
7.03	<i>Delivery of a Presentation</i>		Supplemental	

