



Computer Applications 1 Curriculum

Reading and Writing Standards

Marking Period	Reading Assessment	Writing Assessment
1	How to write a business letter	Writing Mr. Stuhan a letter
2	Formatting a research paper	Research paper on Headphones and Earbuds
3	Creating a personal budget using spreadsheets	Personal budget reflection
4	Intro to MS Access	Intro to MS Access

Scoring Guide for Written Work



Computer Applications 1 Curriculum

Content Topics and Pacing

Topic	Duration	Skills
MS Word	6 Weeks	Creating a poster, research paper, and a business letter
Intro to Programming	4 Weeks	Learn programming basics through Python including functions, loops, and conditional statements.
MS Power Point	5 Weeks	Creating presentations including text, images, video, sounds, etc.
Intro to Photoshop	6 Weeks	Learn Photoshop basics such as layers, work area, undo, image size, crop, etc.
MS Excel	6 Weeks	Learn about Spreadsheets including cells, formatting, text, data, and formulas.
Intro to 3D Modeling	6 Weeks	Intro to 3D modeling with Sketchup. Using orbit, pan, zoom, pattern, etc.
MS Access	3 Weeks	Learn how to create and manipulate Databases. Use tables, forms, queries, and reports in a database.
Intro to Animation	3 Weeks	Use Adobe After effects and Illustrator to create a character and animate a walking cycle.