

Advanced Computers - Digital Media Design

Long Term Transfer Goals:

Upon Graduation East's Career and Technical Education scholars will...

- Utilize critical thinking to make sense of problems and persevere in solving them.
- Demonstrate creativity and innovation while applying appropriate academic and technical skills to produce work that meets college and workplace standards.
- Work productively in teams while using cultural/global competence; acting as a responsible and contributing citizen and employee.
- Be able to plan for and pursue education and training that is aligned to their personal and professional goals.

SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
------	-----	-----	-----	-----	-----	-------	-------	-----	------

Unit 1 MS Word	Unit 2 MS PowerPoint	Unit 3 MS Excel	Unit 4 MS Access	Digital Media Design
-------------------	-------------------------	--------------------	---------------------	----------------------

Unit Overviews

Unit 1: MS Word	Understandings:	Essential Questions:
	<p>Enduring Understandings: <i>Scholars will understand ...</i></p> <p>UA How important being skilled in the tools available in MS Office for documenting and organizing information; due to its global popularity, usability, accessibility and adaptability.</p> <p>-----</p> <p>U1 How word processing software has become a technological necessity. Whether at home or at work, word processors help users write more in less time and, with connections to the cloud how users can create, edit and share what they write in real time.</p> <p>U2: That there are many built in functions in the MS Word program with a range of uses from those of a simple text editor to its use as a fully functioned desktop publishing program.</p> <p>U3: How using the editing tools in MS Word can improve accuracy when writing and why it is one of the biggest benefits of learning to use this application software.</p>	<p>ESSENTIAL QUESTIONS How does being skilled at MS Office benefit me professionally and personally?</p> <p>How can MS Word help make me a better writer and employee?</p> <p><u>Guiding Questions:</u></p> <ul style="list-style-type: none"> ● What is word processing? ● How is it used? ● What are the common features in all word processing packages?

Advanced Computers - Digital Media Design

Transfer Goal: <i>Scholars will be able to independently use their learning to display a higher level of computer fluency and productivity in their work, using the software tools provided in the Microsoft Office Suite. To create a plan for how to continue improving their fluency so that they can maintain their fluency as a productivity tool and employment advantage in their career.</i> <i>CTE TG #2 Demonstrate creativity and innovation while applying appropriate academic and technical skills</i> <i>CTE TG #4 Be able to plan for and pursue education and training that is aligned to their personal and professional goals.</i>		
Performance Task/CEPT PERFORMANCE ASSESSMENT How will students demonstrate their understanding (meaning-making and transfer) through a complex performance task? Students are working in the Human Resources Department for Sturgeon Point Productions, a Video/Film Production Company. The department is responsible for several initiatives involving internships and continued education for employees. Goal: As the assistant to the Human Resources Director, you are responsible for executing a variety of initiatives for the employees of Sturgeon Point Productions. Your job description states that you need to be highly computer literate with capability in email, MS Office and related business and communication tools, demonstrate strong written and verbal communication skills, while working under pressure and meeting deadlines. Role: You are the assistant to the Director of Human Resources for Sturgeon Point Productions Audience: Employees inside of the company as well as future employees Situation: As the assistant to the Director of Human Resources you are responsible for sending out a variety of information to the employees in the company. Your MS Word skills will come in handy as you are asked to create flyers, reports, memos and letters for a variety of initiatives including: Sturgeon Point - internship Flyer, Internship Guide, and Computer Memo. Product: Three-word processing documents that provide important information for interns and employees of the company; while showing off the MS Word skills you have learned.		
SUCCESS CRITERIA THINKING-REASONING <i>The student's design shows that they thoroughly read the requirements and used the information to think/reason/create their product</i> CUSTOMER INFORMATION <i>All the necessary customer information or customer's requirements has been provided and they have requested it in the product in a consumer friendly way.</i> TIME MANAGEMENT <i>Used time well during each class period. Focused on getting the project done on time.</i>		

Advanced Computers - Digital Media Design

GRAPHICS/RELEVANCE All the graphics relate to what is being requested in the product, visually demonstrating the customer's requirements feature(s)
REQUIRED ELEMENTS The product includes all required elements as well as additional information that adds to the readers understanding of the topic.
CUSTOMER CONTENT All of the customer content on the product is setup in a way that all of the important information is easy to see.
ATTRACTIVENESS The product is exceptionally attractive drawing in the reader in terms of: design, use of white space layout, and neatness
MECHANICS/GRAMMAR Capitalization-punctuation -grammar is perfect looks like a professional work - no editing needed
INDEPENDENT LEARNER Took responsibility for their own learning. Self-motivated and took initiative on getting the project started and finished without needing to be reminded

Unit: 2 MS PowerPoint	Understandings:	Essential Questions:
	<p>Enduring Understandings: Scholars will understand that...</p> <p>U1 Slide presentations are now the standard media for oral and visual information sharing in most fields.</p> <p>U2 To be effective a presentation and its materials must be organized in a way that lends itself to improving the presentation being given.</p> <p>U3 Why the power behind presentation software is the ability to properly use charts, graphs, animations, and other visuals adds an important dimension to a presentation; along with timing and rehearsing.</p>	<p>ESSENTIAL QUESTION</p> <p>How can MS PowerPoint help make me a better presenter and employee?</p> <p><u>Guiding Questions:</u></p> <ul style="list-style-type: none"> • What is presentation software? • How is it used? • What are the common features in all presentation software packages?
<p>Transfer Goal: <i>Scholars will be able to independently use their learning to display a higher level of computer fluency and productivity in their work, using the software tools provided in the Microsoft Office Suite. To create a plan for how to continue improving their fluency so that they can maintain their fluency as a productivity tool and employment advantage in their career.</i></p> <p>TG #2 Demonstrate creativity and innovation while applying appropriate academic and technical skills TG #4 Be able to plan for and pursue education and training that is aligned to their personal and professional goals.</p>		
Performance Task/CEPT		

Advanced Computers - Digital Media Design

PERFORMANCE ASSESSMENT How will students demonstrate their understanding (meaning-making and transfer) through a complex performance task?
Students are working in the Human Resources Department for Sensation Park Entertainment Group. The department is responsible for setting up training for incoming summer staff that includes a presentation that will take place during the training.

Goal: As the assistant to the Human Resources Director, you are responsible for executing a variety of initiatives for the employees of Sensation Park Entertainment Group. Your job description states that you need to be highly computer literate with capability in email, MS Office and related business and communication tools, demonstrate strong written and verbal communication skills, while working under pressure and meeting deadlines.

Role: You are the assistant to the Director of Human Resources for Sensation Park Entertainment Group

Audience: Employees inside of the company as well as future employees

Situation: As the assistant to the Director of Human Resources you are responsible for sending out a variety of information to the employees in the company. Your MS PowerPoint skills will come in handy as you have been asked to create a safety training presentation for summer workers.

Product: Several slides that cover the safety training information for workers in the park.

SUCCESS CRITERIA

THINKING-REASONING *The student's design shows that they thoroughly read the requirements and used the information to think/reason/create their product*

CUSTOMER INFORMATION *All the necessary customer information or customer's requirements has been provided and they have requested it in the product in a consumer friendly way.*

TIME MANAGEMENT *Used time well during each class period. Focused on getting the project done on time.*

GRAPHICS/RELEVANCE *All the graphics relate to what is being requested in the product, visually demonstrating the customer's requirements feature(s)*

REQUIRED ELEMENTS *The product includes all required elements as well as additional information that adds to the readers understanding of the topic.*

CUSTOMER CONTENT *All of the customer content on the product is setup in a way that all of the important information is easy to see.*

ATTRACTIVENESS *The product is exceptionally attractive drawing in the reader in terms of: design, use of white space layout, and neatness*

MECHANICS/GRAMMAR *Capitalization-punctuation -grammar is perfect looks like a professional work - no editing needed*

INDEPENDENT LEARNER *Took responsibility for their own learning. Self-motivated and took initiative on getting the project started and finished without needing to be reminded*

Advanced Computers - Digital Media Design

Unit: 3 MS Excel	Understandings:	Essential Questions:
	<p>Enduring Understandings: <i>Scholars will understand that...</i></p> <p>U1 A spreadsheet is a computer application that can be used as a tool for storing and analyzing small to very large quantities of text and numerical data</p> <p>U2 A spreadsheet has the same or more power than a calculator performing basic mathematics to complex statistics; the difference being the addition of tools for turning that data into graphs, charts, or multi layered tables.</p> <p>U3 The ability to import and export spreadsheets means that nearly every profession in the world uses some type of spreadsheet software; understanding how, when, why and where to use this application is a critical skill in today's digital world.</p>	<p>ESSENTIAL QUESTION</p> <p>How can MS Excel help me become better at problem solving?</p> <p><u>Guiding Questions:</u></p> <ul style="list-style-type: none"> • What is spreadsheet • How is it used? • What are the common features in all spreadsheet packages • Why is Excel more than just a tool for creating tables? • Why do I need to know Excel at work?
<p>Transfer Goal: <i>Scholars will be able to independently use their learning to display a higher level of computer fluency and productivity in their work, using the software tools provided in the Microsoft Office Suite. To create a plan for how to continue improving their fluency so that they can maintain their fluency as a productivity tool and employment advantage in their career.</i></p> <p>CTE TG #2 Demonstrate creativity and innovation while applying appropriate academic and technical skills</p> <p>CTE TG #4 Be able to plan for and pursue education and training that is aligned to their personal and professional goals.</p>		
<p>Performance Task/CEPT</p> <p>PERFORMANCE ASSESSMENT- EXCEL How will students demonstrate their understanding (meaning-making and transfer) through a complex performance task? Students are working in the Finance Department for the City of Pacifica Bay. The department is responsible for several initiatives involving the finances for the city.</p> <p>Goal: As the assistant to the Finance Director, you are responsible for executing a variety of initiatives for tracking the finances of the City of Pacifica Bay. Your job description states that you need to be highly computer literate with capability in email, MS Office and related business and communication tools, demonstrate strong written and verbal communication skills, while working under pressure and meeting deadlines.</p> <p>Role: You are the assistant to the Director of Finance for the City of Pacifica Bay</p>		

Advanced Computers - Digital Media Design

Audience: City Council representatives, Mayor's Office, Finance Director

Situation: As the assistant to the Director of Finance, you are responsible for creating a variety of financial documents for your boss, the mayor and the City Council. Your MS Excel skills will come in handy as you are asked to create financial documents for the city including: City Parks Revenue Report, Housing Permit Forecasts, Projected Revenue Statement and a Five-Year forecast for Street Maintenance and Repair.

Product: Five Excel spreadsheets that provide important information on the finances of a variety of areas of the City of Pacifica Bay.

SUCCESS CRITERIA

THINKING-REASONING *The student's design shows that they thoroughly read the requirements and used the information to think/reason/create their product*

CUSTOMER INFORMATION *All the necessary customer information or customer's requirements has been provided and they have requested it in the product in a consumer friendly way.*

TIME MANAGEMENT *Used time well during each class period. Focused on getting the project done on time.*

GRAPHICS/RELEVANCE *All the graphics relate to what is being requested in the product, visually demonstrating the customer's requirements feature(s)*

REQUIRED ELEMENTS *The product includes all required elements as well as additional information that adds to the readers understanding of the topic.*

CUSTOMER CONTENT *All of the customer content on the product is setup in a way that all of the important information is easy to see.*

ATTRACTIVENESS *The product is exceptionally attractive drawing in the reader in terms of: design, use of white space layout, and neatness*

MECHANICS/GRAMMAR *Capitalization-punctuation -grammar is perfect looks like a professional work - no editing needed*

INDEPENDENT LEARNER *Took responsibility for their own learning. Self-motivated and took initiative on getting the project started and finished without needing to be reminded*

Unit: 4 MS Access	Understandings:	Essential Questions:
	<p>Enduring Understandings: <i>Scholars will understand that...</i></p> <p>U1 A database software computer application is an information management tool that helps you store; information that you can go back (reference), analysis and or create reports on based off of queries</p> <p>U2 Access is set up to allow users to work with information even if the user is not a database expert making it easier to track, report and share information with others.</p> <p>U3 Microsoft Access and Excel are very similar yet very different in the way data is entered, stored, handled and reported.</p>	<ul style="list-style-type: none"> ● ESSENTIAL QUESTION ● How can MS Access help me become better at handling large amounts of information or data? ● <u>Guiding Questions:</u> ● What is a database? ● How is it used? ● What are the common features in the Access package? ● Why is Access more than just a tool for storing data? ● Why do I need to know Access at work?

Advanced Computers - Digital Media Design

Transfer Goal:

Scholars will be able to independently use their learning to display a higher level of computer fluency and productivity in their work, using the software tools provided in the Microsoft Office Suite. To create a plan for how to continue improving their fluency so that they can maintain their fluency as a productivity tool and employment advantage in their career.

CTE TG #2 Demonstrate creativity and innovation while applying appropriate academic and technical skills

CTE TG #4 Be able to plan for and pursue education and training that is aligned to their personal and professional goals.

CEPT /Performance Task

PERFORMANCE ASSESSMENT How will students demonstrate their understanding (meaning-making and transfer) through a complex performance task? Students are working for the City of Pacifica Bay's library. The library is looking to convert its book inventory system for cards to an online system using Access

Goal: As the assistant to the Information Management Director, you are responsible for executing a variety of database initiatives for tracking data for the City of Pacifica Bay. Your job description states that you need to be highly computer literate with capability in email, MS Office and related business and communication tools, demonstrate strong written and verbal communication skills, while working under pressure and meeting deadlines.

Role: You are the assistant to the Information Management Director for the City of Pacifica Bay

Audience: Information Management Director, Head Librarian

Situation: As the assistant to the Information Management Director, you are responsible for creating a variety of databases for your boss. Your MS Access skills will come in handy as you are asked to create an online library database that will keep track of: Books Card Catalog Number (Primary Key) Authors Name, Book Title, Publisher, Copyright Year, Cover Type, Genre, Purchase Price, Current Value, Condition, Location

Product: One data table, one form for librarians to use to enter the data, one test "inventory" report to check the system for bugs.

SUCCESS CRITERIA

THINKING-REASONING *The student's design shows that they thoroughly read the requirements and used the information to think/reason/create their product*

CUSTOMER INFORMATION *All the necessary customer information or customer's requirements has been provided and they have requested it in the product in a consumer friendly way.*

TIME MANAGEMENT *Used time well during each class period. Focused on getting the project done on time.*

GRAPHICS/RELEVANCE *All the graphics relate to what is being requested in the product, visually demonstrating the customer's requirements feature(s)*

REQUIRED ELEMENTS *The product includes all required elements as well as additional information that adds to the readers understanding of the topic.*

CUSTOMER CONTENT *All of the customer content on the product is setup in a way that all of the important information is easy to see.*

ATTRACTIVENESS *The product is exceptionally attractive drawing in the reader in terms of: design, use of white space layout, and neatness*

MECHANICS/GRAMMAR *Capitalization-punctuation -grammar is perfect looks like a professional work - no editing needed*

INDEPENDENT LEARNER *Took responsibility for their own learning. Self-motivated and took initiative on getting the project started and finished without needing to be reminded*

Advanced Computers - Digital Media Design

Unit: 5 Digital Media Design	Understandings:	Essential Questions:
	<p>U1 Why Learning to code on a digital media platform such as HTML, CSS or WYSIWYG editors is a necessary foundational skill for anyone looking for a career in Digital Media.</p> <p>U2 Designing digital media for today's world wide web and the many end user devices and the processes necessary to make sure your media can be viewed.</p> <p>U3 The World Wide Web's reach and what that means when creating, editing and releasing information onto this platform in regards to misinformation, copyright infringement and violation of others rights to privacy.</p>	<p>ESSENTIAL QUESTION: What is Digital Media and what is its impact on the world?</p> <p><u>Guiding Questions:</u></p> <ul style="list-style-type: none"> • What is Digital Media? • What are the platforms for Digital Media to be displayed and used? • What are the legal issues and expectations when posting content on a digital platform • What are the various careers in the Digital Media world?
<p>Transfer Goal: <i>Scholars will be able to independently use their learning to display a higher level of computer fluency and productivity in their work, using the software tools provided in the Microsoft Office Suite. To create a plan for how to continue improving their fluency so that they can maintain their fluency as a productivity tool and employment advantage in their career.</i></p> <p>CTE TG #2 Demonstrate creativity and innovation while applying appropriate academic and technical skills CTE TG #4 Be able to plan for and pursue education and training that is aligned to their personal and professional goals.</p>		
<p>CEPT /Performance Task Creating of a Website which can be successfully viewed and navigated on a PC, tablet or chromebook, and phone.</p> <p>SUCCESS CRITERIA <u>THINKING-REASONING</u> The student's design shows that they thoroughly read the requirements and used the information to think/reason/create their product</p>		

Advanced Computers - Digital Media Design

CUSTOMER INFORMATION *All the necessary customer information or customer's requirements has been provided and they have requested it in the product in a consumer friendly way.*

TIME MANAGEMENT *Used time well during each class period. Focused on getting the project done on time.*

GRAPHICS/RELEVANCE *All the graphics relate to what is being requested in the product, visually demonstrating the customer's requirements feature(s)*

REQUIRED ELEMENTS *The product includes all required elements as well as additional information that adds to the readers understanding of the topic.*

CUSTOMER CONTENT *All of the customer content on the product is setup in a way that all of the important information is easy to see.*

ATTRACTIVENESS *The product is exceptionally attractive drawing in the reader in terms of: design, use of white space layout, and neatness*

MECHANICS/GRAMMAR *Capitalization-punctuation -grammar is perfect looks like a professional work - no editing needed*

INDEPENDENT LEARNER *Took responsibility for their own learning. Self-motivated and took initiative on getting the project started and finished without needing to be reminded*