

PCSD #1 Curriculum Map

Content Area: CTE-Business

Course Name: Computer Applications (Philo)

Unit and Timeframe	Essential Questions/Content	Objectives and Learning Targets "I can..."	Resources/Text	Projects/Activities	Assessment/ *Proficiency Scales	Priority Performance Standards
<i>Introductory Module</i> 1 Week	Introductory Module	- create folders - save files - perform basic tasks in microsoft - manage files - improve typing skills - improve basic computer/software navigation skills	<i>Microsoft Office 365, Office 2016 (Shelly Cashman Series)</i> <i>Classroom in a Book, Adobe Illustrator CS6 (Adobe Press)</i>	- Apply Your Knowledge Assign. - Introductory Module - Extend Your Knowledge Assign. - Introductory Module - Expand Your Word Assign. - Introductory Module	Typing Tests (Various/Daily) Word Unit Test Labs 1-3 for each Module	12.1.1 12.1.2 12.1.4 12.2.1 12.2.2 12.2.3 12.2.4 12.3.1 12.3.2 12.3.3 12.3.4 12.4.1 12.4.2 12.4.3 12.5.1 12.5.2 12.5.3
<i>Microsoft Word (3 modules)</i> 4 weeks	Module 1: Creating, Formatting and Editing a Word Document	- create a word document with correct spelling and formatting. - insert, format and resize pictures within the word document.	Personal Notebook Google Classroom	- Apply Your Knowledge Assign. - Module 1 - Extend Your Knowledge Assign. - Module 1 - Expand Your Word Assign. - Module 1		
	Module 2: Creating a Research Paper with References and Sources	- utilize the MLA documentation style - use a header and number pages - add a footnote to a document - insert and edit citations and their sources - create a bibliography	Adobe Illustrator Software Microsoft Office Software Microsoft Office Support Files	- Apply Your Knowledge Assign. - Module 2 - Extend Your Knowledge Assign. - Module 2 - Expand Your Word Assign. - Module 2		
	Module 3: Creating a Business Letter with a Letterhead and Table	- Adjust margins - insert and format a shape, symbol, border - create a hyperlink - insert a word table, enter data and format - address and print an envelope	Adobe Illustrator instructional videos	- Apply Your Knowledge Assign. - Module 3 - Extend Your Knowledge Assign. - Module 3 - Expand Your Word Assign. - Module 3		

<i>Microsoft Excel</i> (3 modules) 4 weeks	Module 1: Creating a worksheet and a Chart	• create and complete an excel worksheet • use simple functions with a range of cells • format and style cells • create a 3-d pie chart • copy contents to cell range		• Apply Your Knowledge Assign. - Module 1 • Extend Your Knowledge Assign. - Module 1 • Expand Your Word Assign. - Module 1	Typing Tests (Various/Daily) Excel Unit Test Labs 1-3 for each Module
	Module 2: Formulas, Functions and Formatting	• Use flash fill • enter formulas • apply max, min and average functions • conditional formatting		• Apply Your Knowledge Assign. - Module 2 • Extend Your Knowledge Assign. - Module 2 • Expand Your Word Assign. - Module 2	
	Module 3: Working with Large WORKsheets Charting, and What-If Analysis	• Rotate text in a cell • use format symbols • use absolute and mixed cell references in a formula • create a clustered column chart on a separate sheet • Freeze and unfreeze cells		• Apply Your Knowledge Assign. - Module 3 • Extend Your Knowledge Assign. - Module 3 • Expand Your Word Assign. - Module 1 •	
<i>Microsoft Powerpoint</i> (3 modules) 2 weeks	Module 1: Creating and Editing a Presentation with Pictures Module 2: Enhancing a Presentation with Pictures, Shapes, WordArt	• Insert and format pictures, shapes, wordart • format slide backgrounds • find and replace text • select/change document theme • and new slides and change layout		• Apply Your Knowledge Assign. - Module 1 & 2 • Extend Your Knowledge Assign. - Module 1 & 2 • Expand Your Word Assign. - Module 1 & 2	Typing Tests (Various/Daily) Powerpoint Unit Test Labs 1-3 for each Module
	Module 3: Reusing a Presentation and Adding Media and Animation	• color a photo • change views • group items • insert and edit a video clip and an audio clip • Add animation		• Apply Your Knowledge Assign. - Module 3 • Extend Your Knowledge Assign. - Module 3 • Expand Your Word Assign. - Module 3	
<i>Adobe Illustrator</i> (ch. 1-14) 7 weeks	Quick Tour Ch. 1: Knowing the Work Area	• work with illustrator tools panels • navigate multiple artboards and documents		• Chapter Demonstration/Walk Through Assignment (Ch. 1, 2) • Misc. Chapter Assign. (Ch. 1 & 2)	Typing Tests (Various/Daily) Ch. 1 & 2 Labs

	Ch. 2 Selecting and Aligning	• understand rulers • differentiate between various selection tools and employ different selection techniques • group/ungrou • work in isolation mode • copy, hide and lock items • arrange content				
	Ch. 3 Creating and Editing shapes Ch. 4 Transforming Objects Ch. 5 Drawing with the Pen and Pencil	• create a document with multiple artboards • create basic shapes • work with drawing modes • move, rotate, scale and duplicate objects • utilize the shape builder tool • reflect, shear and distort objects • Draw lines • use template layers • create dashed lines and add arrowheads		• Chapter Demonstration/Walk Through Assignment (Ch. 3-5) • Misc. Chapter Assign. (Ch. 3-5)	Typing Tests (Various/Daily) Ch. 3-5 Labs	
	Ch. 6 Color and Painting Ch. 7 Working with Type Ch. 8 Working with Layers	• Use color modes and controls • paint with coors • use the color guide panel • create and paint with patterns • Import, and format text • create type on a path and shapes • Create, rearrange and lock layers and sublayers		• Chapter Demonstration/Walk Through Assignment (Ch. 6-8) • Misc. Chapter Assign. (Ch. 6-8)	Typing Tests (Various/Daily) Ch. 6-8 Labs	
	Ch. 9 Working with Perspective Ch 10. Blending Colors and Shapes Ch. 11 Working with Brushes	• draw and edit objects in perspective • Create and edit gradient fill • blend the shapes of objects in intermediate steps		• Chapter Demonstration/Walk Through Assignment (Ch. 9-11) • Misc. Chapter Assign. (Ch. 9-11)	Typing Tests (Various/Daily) Ch. 9-11 Labs	

		• Use 4 brush types: art, calligraphic, pattern and bristle				
	Ch. 12 Applying Effects Ch. 13 Applying Appearance Attributes and Graphic styles Ch. 14 Working with Symbols	• Use various effects such as pathfinder, scribble, drop shadow and warp • create 3-D objects from 2-D artwork • Create and edit an appearance attribute • apply a graphic style to an object and layer • align content with pixel grid • Create and edit a symbol		• Chapter Demonstration/Walk Through Assignment (Ch. 12-14) • Misc. Chapter Assign. (Ch. 12-14)	Typing Tests (Various/Daily) Ch. 12-14 Labs Design your Own Illustrator Document Final Project	

*Proficiency Scales linked to Priority Standards
 **Curriculum map applies to EWC HMDV 1510: Success in the Workplace