

Computer Essentials

Long Term Transfer Goals:

SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
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Unit 1 Computer Literacy	Unit 2 Fundamentals of Word Processing	Unit 3 Fundamentals of Spreadsheets/Databases	Unit 4 Fundamentals of Presentations/Publications
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Unit 1 Computer Literacy	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b CCTC Standards (Common Career Technical Core)* Information Technology Career Cluster® (IT) 2,5,6,7	Enduring Understandings <i>Scholars will understand that...</i> U1 Computer skills are essential in today's workforce; having strong computer literacy can greatly increase your chances at employment. U2 Being able to use the keyboard efficiently is a foundation of computer literacy that leads to greater productivity at work, school and life. U3 Digital citizenship is the appropriate and responsible behavior with the regard to technology. U4 Computer Literacy is a person's ability to utilize computer software, files and storage efficiently and quickly.	Essential Questions <i>Scholars will consider such questions as...</i> <ul style="list-style-type: none"> How can computer skills and keyboarding help you succeed in school and a career? Why is keyboarding correctly so important? What do I need to know to effectively and safely use the Internet How does one manage information and utilize computers effectively?
Performance Task: <i>Poster Project: Silent Teachers - Computer Essentials/Literacy</i> Success Criteria - <i>Able to recognize the different components of a computer</i> <i>Able to share about the different software and what it does</i> <i>How to be safe and use a computer ethically</i>		
Common Formative Assessments: <i>Employability Profile</i>		

Unit 2- Fundamentals of Word Processing	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b CCTC Standards (Common Career Technical Core)* Information Technology Career Cluster® (IT) 2,5,6,7 CCR- ELA Text Types and Purposes 2, 3	Enduring Understandings <i>Scholars will understand that...</i> U1 Word processing refers to the creation, editing, formatting, storage, and output of both printed and online or electronic documents. U2 While the world is not entirely paperless, most work is now done digitally, because of word processing programs.	<ul style="list-style-type: none"> What is Word Processing? What does Word Processing software have to do with a the idea of a "paperless world. When and why you should you use word processing?

Computer Essentials

<p>Writing 4, 5, 6 Research 7, 8, 9</p>	<p>U3 Most word processors include the same essential word-processing functions: input, manipulation, formatting, and output of text.</p> <p>U4 There are advanced features for document production and formatting in most word processors; that allow you to make word processing much easier to complete in less time.</p> <p>U5 Word processing software now allows multiple users to work on a document electronically; reducing costs and increasing productivity.</p>	<ul style="list-style-type: none"> What extra skills can I gain with word processing software that will help me in the future? How can more than one person work on a document together?
<p>Performance Task: <i>Small Business simulation - variety of text based products themed around a small business they chose for the year</i></p> <p>Success Criteria <i>Professional and clean</i> <i>Able to place and manipulate Images and Text</i> <i>Create a theme</i></p>		
<p>Common Formative Assessments: <i>Employability Profile</i></p>		

Unit 3-Fundamentals of Spreadsheets/Databases		Understanding	Essential Question
<p>CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b</p> <p>CCTC Standards (Common Career Technical Core)* Information Technology Career Cluster® (IT) 2,5,6,7</p>		<p>Enduring Understandings <i>Scholars will understand that...</i></p> <p>U1 Spreadsheets and databases are tools used to organize and store data for a variety of personal and professional situations.</p> <p>U2 Spreadsheets refers to the creation, editing, formatting, and storage of data into cells.</p> <p>U3 Numerical data can be calculated, sorted, analyzed and used to resolve issues in spreadsheets.</p> <p>U3 Databases can be used to organize, manage, share and report on large amounts of information</p> <p>U4 There are advanced features in databases that allow you to ask and answer questions and create forms and reports using the data in the database.</p>	<p>Essential Questions <i>Scholars will consider such questions as...</i></p> <ul style="list-style-type: none"> What is the purpose of a spreadsheet? How do you prepare and format a cell in a spreadsheet? How can functions be used to solve problems in a spreadsheet? What is the purpose of a database? How can a database be used to organize information? How do you prepare tables and queries in a database? How are custom reports and forms created and formatted?

Computer Essentials

Performance Task: <i>Small Business simulation - variety of financial and client database products themed around the small business they chose for the year</i>			
Success Criteria Able to edit and manipulate cells Able to change colors and font sizes Able to create effective algorithms that solves the math problems Able to create charts using a range of data			
Common Formative Assessments: Formative Assessments: <i>Employability Profile</i>			

Unit 4- Fundamentals of Presentations/Publications	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b CCTC Standards (Common Career Technical Core)* Information Technology Career Cluster® (IT) 2,5,6,7	Enduring Understandings <i>Scholars will understand that...</i> U1 There are different presentation software that provides you with the ability to build eye-catching quality presentations that communicates key information to audiences in business and academic settings. U2 There are advanced features for creating and formatting presentations and publications that allow you to keep the audience informed and engaged. U3 Publication software allows you to creatively express an idea or information in business and academic settings	Essential Questions <i>Scholars will consider such questions as...</i> <ul style="list-style-type: none"> What are the different types of presentation software available? What makes a quality presentation? How can a presentation be used to keep an audience informed and engaged in learning? What types of publications can be created in Publisher and how might they be most useful in business? What are the most effective ways to create publications using Publisher features?
Performance Task: <i>Small Business simulation - variety of marketing and sales based products themed around a small business</i>		
Success Criteria Presentation is professional and neat Presentation is created using a theme Text and images are manipulated correctly Text is appropriate length with no errors		
Common Formative Assessments: Formative Assessments: <i>Employability Profile</i>		