Pacing Guide (18 Week)

David Crockett High School - Career and Technical Education

Course: Advanced Computer Applications

Week	State Standard	Main Topics
1-2	Secure Technology Operations Standard: 1, 2	● Correctly and safely execute basic file management operations on a typical personal computer and shared storage media. ● Correctly and safely import and export digital files (such as text, audio, video, and picture files in a variety of formats) from local and networked devices.
3-6	Word Processing and Publishing Standard: 3, 4, 5, 6, 7	● Advanced: Microsoft Word ● Advanced: Google Docs
7-10	Spreadsheet Applications Standard 8, 9, 10, 11, 12	● Advanced: Microsoft Excel ● Advanced: Google Sheets
11-12	Presentation Software Standard 13, 14, 15, 16, 17	● Advanced: Microsoft Power Point ● Advanced: Google Sheets
13-14	Information Management & Integration Standard 18, 19	● Research, summarize, and deliver (via presentation, document, spreadsheet data/chart, or other format) a report. ● Explain, furnish examples, and demonstrate technical literacy.
15-16	Database Applications Standard 20, 21, 22	● Advanced: Microsoft Access
17-18	Electronic Communication and Collaboration Standard 28	● Employ skills covered in this course (document processing, spreadsheet applications, electronic presentations, databases, Internet fluency) to complete a cross curricular project.