

## COMPUTER SOLUTIONS

Pacing Guide  
Peasley Middle School  
Katy Adams

TIME FRAME	Competencies	Objectives
Week 1-3	Pre-Test 1-9, 12 23-25 29-30	<ul style="list-style-type: none"><li>• Demonstrate correct posture and finger placement learned in keyboarding</li><li>• Set student goals (Smart Goals)</li><li>• Students will recognize how computers and technology help problem solve</li><li>• Students will learn how to choose what type of software to solve problems using MS Office and Web 2.0 applications</li><li>• Students will demonstrate knowledge of the stock market by joining an online stock market game</li></ul>
Week 4-6	18-20 33-36	<ul style="list-style-type: none"><li>• Students will demonstrate Workplace Readiness Skills &amp; Tasks learned in Keyboarding</li><li>• Demonstrate critical thinking, problem solving, and internet safety skills</li><li>• Identify lifelong learning skills and resource management skills</li><li>• Students will learn and demonstrate at least 3 new Google Search techniques</li><li>• Students will demonstrate knowledge of fake news/real news</li><li>• Students will demonstrate what they are learning by completing weekly projects in MS Office &amp; Web 2.0 applications</li></ul>
Week 7-9	3, 26-37, 40, 52	<ul style="list-style-type: none"><li>• Students will continue to monitor the stock market game and identify economic reasons for profit or loss</li><li>• Create graphs and charts to represent data</li><li>• Apply spreadsheet skills to solve problems</li></ul>

		<ul style="list-style-type: none"> <li>Utilize teamwork skills by working in groups</li> </ul>
Week 10-12	9-17 33-36	<ul style="list-style-type: none"> <li>Identify characteristics of entrepreneurs</li> <li>Students will recognize the entrepreneur mindset</li> <li>Students will identify entrepreneur/intrapreneur skills</li> <li>Students will evaluate their stock portfolio and use programs to present profit or loss</li> </ul>
Week 13-15	22, 41-49	<ul style="list-style-type: none"> <li>Students will demonstrate their understanding short/long term goals</li> <li>Students will demonstrate knowledge of Workplace Readiness Skills</li> <li>Students will select the programs to create business documents</li> <li>Students will choose programs to create graphics assignments</li> </ul>
Week 16-18	Post Test 8, 50-58	<ul style="list-style-type: none"> <li>Evaluate stock market game and create stock presentation</li> <li>Students will demonstrate speaking and listening skills and share at least five stock market concepts learned</li> <li>Student reflection and feedback</li> </ul>