



FLOYD COUNTY SCHOOLS' CURRICULUM RESOURCES

"Building a Better Future for Every Child - Every Day!"

Last Updated Summer 2013

Subject Content: Computer Applications

Grade High School



Indicates the Curriculum Map

Weeks 1 – 3	Weeks 4 – 6
<p style="text-align: center;">Unit/Topic Career Readiness / Planning (ILP) Computer Navigation Introduction to word processing (Microsoft Word)</p>	<p style="text-align: center;">Unit/Topic Word Processing Software (Microsoft Word)</p>
<p style="text-align: center;">In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards PL-HS-4.1.3</p> <p>Students will describe academic and non-academic benefits (e.g., communication skills, computer/technical skills, mathematical skills, scientific observation and inquiry skills, teamwork skills, work experience, professional references, insight into tasks and work environments) acquired from a range of education and training options (e.g., college, apprenticeships, internships, on-the-job training military) and interpret ways education and training can impact life-long earning potential and future career opportunities.</p> <p style="text-align: center;">PL-HS-4.1.4</p> <p>Students will analyze information (e.g., personality, values, interests, aptitudes and abilities, learning styles) from a variety of sources (e.g., Career Interest Inventory, Learning Styles Inventory, Career Aptitude Assessment, other formal assessments, job shadowing, academic experiences/grades, extra curricular activities) and explain how the information can be used to develop career goals in an Individual Learning</p>	<p style="text-align: center;">In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards PL-HS-4.3.2</p> <p>Students will explain the purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs.</p> <p style="text-align: center;">T-H-RIPSI-U-2</p> <p>Students will understand that technology can assist in researching, analyzing and evaluating information obtained from a variety of sources to answer an essential question across all content areas.</p> <p style="text-align: center;">T-H-SESI-S-EI4</p> <p>Students will use legal and ethical practices when completing digital projects/schoolwork and credit all participants for their contribution to the work</p>

Plan (ILP).

PL-HS-4.1.6

Students will identify and describe supporting documentation that would be needed for the career portfolio/Individual Learning Plan (ILP):

- business letters (application, recommendation, follow-up)
- assessment data (e.g., interest, learning styles, aptitudes and abilities)
- résumé
- certifications/awards
- samples of work (e.g., videos, artwork, portfolio entries)
- records of work experiences

transcripts

PL-HS-4.3.2

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IDENTIFY GAPS for Math/Literacy in this section. These topics/skills need to be taught for 2 – 3 years to avoid gaps in student learning.

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CURRICULUM

CURRICULUM

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics
Choose a career path. Complete yearly progress on ILP.	Navigate on a Windows Operating system. Open and save	Start and exit word Correct simple errors	Move the insertion point	Use business letter formats	Print open documents Use the Change Case

	documents on a computer. Define software and operating system. Determine the correct software needed for specific applications.	Work with window and screen elements Show/hide marks Save new documents Close open documents	Check spelling and grammar Use the thesaurus Use Autocorrect Select text Use Auto Text	Insert date and time Align with tabs Preview and open documents Use shrink to fit Work in full screen view	feature Create envelopes and labels Align text Work with fonts and font sizes
I CAN STATEMENTS: I can: Choose a career path. Complete yearly progress on ILP.	I CAN STATEMENTS: I can: Navigate on a Windows Operating system. Open and save documents on a computer. Define software and operating system. Determine the correct software needed for specific applications	I CAN STATEMENTS: I can: Start and exit word Correct simple errors Work with window and screen elements Show/hide marks Save new documents Close open documents	I CAN STATEMENTS: I can: Move the insertion point Check spelling and grammar Use the thesaurus Use Autocorrect Select text Use Auto Text	I CAN STATEMENTS: I can: Use business letter formats Insert date and time Align with tabs Preview and open documents Use shrink to fit Work in full screen view	I CAN STATEMENTS: I can: Print open documents Use the Change Case feature Create envelopes and labels Align text Work with fonts and font sizes
Critical Vocabulary ILP Career Interest Inventory Life Goals	Critical Vocabulary Operating System Window Icon Mouse Pointer Double Click Right Click Single Click Active Window Minimize Restore Software Hardware	Critical Vocabulary Word Processing Title Bar Tool Bar File menu Save Location Cursor Backspace Close Editing Marks	Critical Vocabulary Insertion Point Spelling / Grammar Check Thesaurus Auto correct Text Auto Text	Critical Vocabulary Business Letter Format Align Tabs Document Shrink to fit Full screen	Critical Vocabulary Print Change Case Envelopes Labels Align text Font

<p>Suggested Strategies/Activities</p> <p>Introduction to class.</p> <p>Career Goal Brainstorming</p> <p>Completion of ILP yearly progress</p>	<p>Suggested Strategies/Activities</p> <p>Vocabulary Defined</p> <p>Guided Practice of windows navigation</p>	<p>Suggested Strategies/Activities</p> <p>Lecture on word processing defined and uses of.</p> <p>Guided practice on basic Microsoft Word</p>	<p>Suggested Strategies/Activities</p> <p>Lecture with visual aid Guided Practice</p>	<p>Suggested Strategies/Activities</p> <p>Lecture with visual aid Guided Practice</p>	<p>Suggested Strategies/Activities</p> <p>Lecture with visual aid Guided Practice</p>
<p>Balanced Assessment: Formative</p> <p>Completion of Interest inventory</p> <p>Summative Completion of ILP yearly progress</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Teacher observation Oral Questioning</p> <p>Summative Specific skill activity, navigating windows</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Teacher observation Oral Questioning</p> <p>Summative Specific skill activity, opening an exsisting document, making specific corrections, saving and closing the document</p> <p>Common (PLC Teams will design the common assessments, i.e., grade</p>	<p>Balanced Assessment: Formative</p> <p>Document corrections Oral Questioning Teacher Observation</p> <p>Summative Quiz</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Document corrections Oral Questioning Teacher Observation</p> <p>Summative Quiz</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Document Corrections Oral Questioning Teacher Observation</p> <p>Summative Cummulative Test over Microsoft Word</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>

		level, and/or depts..)			
Resources Needed Personal computers. Projector	Resources Needed Personal computers. Projector	Resources Needed Personal computers. Projector	Resources Needed Personal computers. Projector	Resources Needed Personal computers. Projector	Resources Needed Personal computers. Projector

Weeks 7-9	Weeks 10-12
Unit/Topic Word Processing Software (Microsoft Word)	Unit/Topic Word Processing Software (Microsoft Word)
<p style="text-align: center;">In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards</p> <p style="text-align: center;">PL-HS-4.3.2</p> <p>Students will explain the purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs.</p> <p style="text-align: center;">T-H-RIPSI-U-2</p>	<p style="text-align: center;">In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards</p> <p style="text-align: center;">PL-HS-4.3.2</p> <p>Students will explain the purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs.</p> <p style="text-align: center;">T-H-RIPSI-U-2</p>

Students will understand that technology can assist in researching, analyzing and evaluating information obtained from a variety of sources to answer an essential question across all content areas.

T-H-SESI-S-EI4

Students will use legal and ethical practices when completing digital projects/schoolwork and credit all participants for their contribution to the work

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CURRICULUM

Week 7

Week 8

Week 9

Identify Sub-Topics

Identify Sub-Topics

Identify Sub-Topics

Change font colors
Highlight text
Copy formatting
Enhance with symbols
Use bullets and numbered lists
Adjust line and paragraph spacing
Set text indents

Create reports
Set document margins
Create hyperlink
Edit hyperlinks
Use Web page templates

Web page titles and graphics
Apply backgrounds and themes
Use Undo and Redo
Move text

CURRICULUM

Week 10

Week 11

Week 12

Identify Sub-Topics

Identify Sub-Topics

Identify Sub-Topics

Cut and pasting
Drag and drop
Copy text
Preview and print closed files and multiple files

Using Word's Internet features
Working with HTML view
Saving a document as a web page
Previewing web pages

Creating tables
Working with data in tables
Enhancing tables
Set alignments within cells
Align table on a page

Summative	Summative	Summative	Summative	Summative	Summative
Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)
Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed

Weeks 13-15	Weeks 16-18
Unit/Topic Spread Sheet Software (Microsoft Excel)	Unit/Topic Spread Sheet Software (Microsoft Excel)
In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards	In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards
PL-HS-4.3.2	PL-HS-4.3.2
Students will explain the purposes of technology tools (e.g., satellite,	Students will explain the purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD),

automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs.

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CURRICULUM

Week 13	Week 14	Week 15
Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics
Set column widths and row heights Use the Tables and Borders toolbar Use the Draw Table	Combine and divide cells Rotate and wrap table text Make simple	Work with number formats Use cell border shading Sort rows

CURRICULUM

Week 16	Week 17	Week 18
Identify Sub-Topics	Identify Sub-Topics	Identify Sub-Topics
Create a Header Create a Footer View master document View in Outline View	Create a business letter Create a report using MLA formatting Create a report using APA formatting	Create a resume Create a cover letter Create a thank you letter

Summative	Summative	Summative	Summative	Summative	Summative
Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)
Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed

Weeks 19-21	Weeks 22-24
Unit/Topic	Unit/Topic
Spread Sheet Software (Microsoft Excel)	Spread Sheet Software (Microsoft Excel)
In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards	In this section IDENTIFY CORE CONTENT 4.1 Common Core Standards

PL-HS-4.3.2

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CURRICULUM

CURRICULUM

Week 19

Week 20

Week 21

Week 22

Week 23

Week 24

**Identify
Sub-Topics**

**Identify
Sub-Topics**

**Identify
Sub-Topics**

**Identify
Sub-Topics**

**Identify
Sub-Topics**

**Identify
Sub-Topics**

<p>Use Excel window screen elements Navigate menus and toolbars Use mouse and keyboard functions Create workbooks Make simple corrections Use labels</p>	<p>View menu Save and closing workbooks AutoComplete and Pick From List AutoCorrect Work with data in a worksheet Undo and Redo</p>	<p>Use Spell Check Enter numeric labels and values Change label alignment Adjust column widths Use indentations</p>	<p>Integrate worksheets and Word files Use data from the Internet Use formula basics Open existing files Save and close a worksheet Use virus-checking features</p>	<p>Work with range Enhance data with formats Apply fonts and font sizes Copy/paste data and formulas Print an open worksheet Save a worksheet as a Web page View the Web page</p>	<p>Use function basics Use the formula bar/palette Paste functions Use AutoCalculate Add comments to cells Print options & using page setup</p>
<p>I CAN STATEMENTS: I can: Use Excel window screen elements Navigate menus and toolbars Use mouse and keyboard functions Create workbooks Make simple corrections Use labels</p>	<p>I CAN STATEMENTS: I can: View menu Save and closing workbooks AutoComplete and Pick From List AutoCorrect Work with data in a worksheet Undo and Redo</p>	<p>I CAN STATEMENTS: I can: Use Spell Check Enter numeric labels and values Change label alignment Adjust column widths Use indentations</p>	<p>I CAN STATEMENTS: I can: Integrate worksheets and Word files Use data from the Internet Use formula basics Open existing files Save and close a worksheet Use virus-checking features</p>	<p>I CAN STATEMENTS: I can: Work with range Enhance data with formats Apply fonts and font sizes Copy/paste data and formulas Print an open worksheet Save a worksheet as a Web page View the Web page</p>	<p>I CAN STATEMENTS: I can: Use function basics Use the formula bar/palette Paste functions Use AutoCalculate Add comments to cells Print options & using page setup</p>
<p>Critical Vocabulary</p>	<p>Critical Vocabulary</p>	<p>Critical Vocabulary</p>	<p>Critical Vocabulary</p>	<p>Critical Vocabulary</p>	<p>Critical Vocabulary</p>

Suggested Strategies/Activities	Suggested Strategies/Activities	Suggested Strategies/Activities	Suggested Strategies/Activities	Suggested Strategies/Activities	Suggested Strategies/Activities
<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>	<p>Balanced Assessment: Formative</p> <p>Summative</p> <p>Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)</p>
Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed

Weeks 25-27	Weeks 28-30
Unit/Topic	Unit/Topic

**Spread Sheet Software (Microsoft Excel)
Presentation Software (Microsoft Power Point)**

**In this section IDENTIFY
CORE CONTENT 4.1
Common Core Standards**

PL-HS-4.3.2

Students will explain the purposes of technology tools (e.g., satellite, automated phone systems, on-line courses, computer aided drafting (CAD), graphing calculators, spreadsheets, data bases, Internet, on-line-banking) and analyze how these impact productivity in homes, schools, and jobs.

T-H-RIPSI-U-2

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T-H-SESI-S-EI4

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Presentation Software (Microsoft Power Point)

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CORE CONTENT 4.1
Common Core Standards**

PL-HS-4.3.2

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Balanced Assessment: Formative	Balanced Assessment: Formative	Balanced Assessment: Formative	Balanced Assessment: Formative	Balanced Assessment: Formative	Balanced Assessment: Formative
Summative	Summative	Summative	Summative	Summative	Summative
Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)	Common (PLC Teams will design the common assessments, i.e., grade level, and/or depts..)
Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed	Resources Needed

Weeks 31-33	Weeks 34-36
Unit/Topic	Unit/Topic
Presentation Software (Microsoft Power Point)	

	Presentation Software (Microsoft Power Point)
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