

STRAND	STANDARD	OBJECTIVES (What it looks like in the classroom) The learner will í	Vocabulary terms	# OF DAYS NEEDED FOR MASTERY	DATES TAUGHT	DATE ASSESSED	ASSESSMENT TYPE (classroom, STAR, objective, subjective, project, etc.)	RESOURCES (Materials, web sites, auto-visual, print)	LEARNING ACTIVITIES
Computer Technology	Application Software Information Technology	TLW use advance feature of common application software (graph, merge, sort, filter, link, embed)	<ul style="list-style-type: none"> • Merge • Hyperlink • Filter • Embed 	5-7 days	August	August			
	Application Software Information Technology	TLW use application software to complete several tasks using Microsoft Word. This includes learning how to develop a document, use graphics, tables, and hyperlinks.	Word Excel Desktop Publisher Access	10-15 days	September	September			
	Application Software Information Technology	TLW will use information to complete projects using Microsoft Word including newsletters, research papers, flyers, and tables.	Newsletter Flyer Autobiography Table	7-10 days	Sept.	Sept.			
	Problem-Solving Techniques Information Technology	TLW use application software to complete several tasks using Microsoft Excel. This includes learning how to develop a spreadsheet, create functions, make a database, and use it for payroll.	Worksheet Spreadsheet Function Database Payroll	10-15 days	October	October			
	Application Software Information Technology	TLW will use information to complete several projects using Microsoft Excel. Projects include creating payroll form, organizing spreadsheet, and creating charts.	Worksheet Spreadsheet Function Database Payroll Chart	10-12 days	October	October			

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	Application Software Information Technology	TLW use application software to complete several tasks using Microsoft PowerPoint. This includes learning how to develop slides, implement transitions, animations, clip art, pictures, and add sound.	Slides Transitions Animation Clip Art Custom Movement	10-15 days	November	November			
	Application Software Information Technology	TLW will use information to complete several projects using Microsoft PowerPoint. Projects include presentations over themselves, business proposals, vacations, and influential people.	Slides Transitions Animation Clip Art Custom Movement	10-12 days	November	November			
	Ethics Information Technology	TLW examine and adhere to acceptable uses of computer application software and hardware.	Conflict resolution Cooperative Learning Integrity	7-10 days	December	December			
	Technology Research Information Technology	TLW use effective online information resources to support research	Technology Issues Emerging Technology	3-4 days	December	December			