

STRAND	STANDARD	OBJECTIVES (What it looks like in the classroom) The learner will í	# 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
Foundation Skills and Knowledge	BE 4.4 Computer Applications	<p>Students will understand a variety of software applications.</p> <p>Students will demonstrate competency by using application and instructional software.</p>	9 Weeks	4 times per year (quarter course)	Ongoing	<p>Timed Writings</p> <p>Proofreading Labs</p> <p>Technique Tests</p>	<p>Typing Time Program</p> <p>Typing Time Book</p> <p>Typing Time Teacher Key (3-ring notebook)</p> <p>Google Docs</p>	<p>Use application software to prepare appropriate projects</p> <p>Use technology resources for problem solving, communication and illustration of thoughts, ideas and stories</p> <p>Use basic application features to create and format a new document, save and print a document and open an existing document</p>

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Foundation Skills and Knowledge	BE 4.8 Input Technologies	<p>Students will understand input technologies.</p> <p>Students will demonstrate competency by using input technologies appropriately to enter and manipulate text and data.</p>	9 Weeks	4 times per year (quarter course)	Ongoing	<p>Timed Writings</p> <p>Proofreading Labs</p> <p>Technique Tests</p>	<p>Typing Time Program</p> <p>Typing Time Book</p> <p>Typing Time Teacher Key (3-ring notebook)</p> <p>Google Docs</p>	<p>use appropriate ergonomic practices</p> <p>use a variety of input technologies to compose and edit documents</p> <p>use proper key stroking techniques to avoid repetitive stress injuries</p>

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Foundation Skills and Knowledge	BE 4.1 Career Development	<p>Students will understand career opportunities and work readiness skills in the career awareness phase of career development.</p> <p>Students will demonstrate competency by recognizing individual strengths, interests, and identifying occupation.</p>	9 Weeks	4 times per year (Quarter Course)	Ongoing	<p>Reports</p> <p>Proofreading Labs</p>	<p>Typing Time Program</p> <p>Typing Time Book</p> <p>Typing Time Teacher Key (3-ring notebook)</p> <p>Google Docs</p>	<p>list careers that interest students</p> <p>identify strengths in interests of self and others</p> <p>list different jobs in family, school, community and describe reasons why people work</p>

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