UR East Overview of Year
Grade 11-12   Curriculum: Advanced Computers

EAST
IN PARTNERSHIP WITH THE
UNIVERSITY OF ROCHESTER

SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Unit 1 **MS Power Programs:** **MS Word/MS Excel**			**Unit 2** **MS PowerPoint/Access**			**Unit 3** **Digital Media: Adobe Suite** **Fireworks/Flash/Photoshop**		**Unit 4** **Digital Media – Web Design**	

Unit 1- MS Power Programs: MS Word/MS Excel	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b **CCTC Standards (Common Career Technical Core)*** Information Technology Career Cluster® SUP 9.1: **CCR- ELA** *Text Types and Purposes* **2, 3** *Writing* **4, 5, 6** *Research* **7, 8** *** National Association of State Directors of Career Technical Education Consortium (NASDCTEc)**	**Enduring Understandings** *Scholars will understand how to* **U1** A word processor is a computer application used for the composition, editing, formatting, and printing of any sort of printable material. **U2** Word processing software allows the user to edit a document for spelling and grammatical errors; personalize written documents by changing formats – font type, size and color, along with background style. **U4** The ability to use word processing software is now a prerequisite in all major career fields and an essential skill for anyone attending college. _____ **U5** A spreadsheet is used to store various types of data and allows for users to enter and calculate numerical data. **U6** Using a spreadsheet greatly increases productivity to manage receipts, create budgets, generate financial reports, track inventories and similar lists. **U7** A spreadsheet combines the features of a general ledger with the flexibility of a powerful data analysis and reporting functions.	**Essential Questions** *Scholars will consider such questions as…* • How can a word processor be used effectively in school, home and at work? • How can a word processor be used to help people communicate better with each other? • What other things can a word processor be used for, other than word processing? • Why should a person learn how to use a word processor? • How can learning to use a word processor help a person to excel in their lives? • How can a person get training in word processing? • When and why would a spreadsheet be used? • How can a spreadsheet be a valuable tool for data organization? • How is data entered, organized, and manipulated in a spreadsheet program? • How can a spreadsheet provide structure and organization for data and make calculations? • What are the types of reports that a spreadsheet program can create?
Performance Task: MS Word: Scholars will generate a college portfolio that includes: Resume, Cover-Letter, Personal Statement, and College Essay		

MS Excel: Budget simulation for a small town – including sheet references and graphs for every department.

Common Formative Assessments: *Career Pathways programs will monitor universal employability skills for each student. These will be formally assessed with an Employability Profile.*

Unit 2- MS PowerPoint/Access	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b **CCTC Standards (Common Career Technical Core)*** Information Technology Career Cluster® (IT) SUP 9.1: **CCR- ELA** *Text Types and Purposes* **2, 3** *Writing* **4, 5, 6** *Research* **7, 8** *** National Association of State Directors of Career Technical Education Consortium (NASDCTEc)**	**Enduring Understandings** *Scholars will understand that…* **U1** Slide presentations are now the standard media for information transfer in most fields. **U2 I**nformation should be limited and brief in an effective presentation and material must be organized in a way that lends itself to smooth transitions between slides. **U3** Using charts, graphs, animations, and other visuals adds an important dimension to a presentation. **U4** Timing and rehearsing are important aspects of creating a slide presentation. _____ **U1** A database can be used to organize and manage large amounts of information in a variety of personal and professional situations. **U2** Many types of information can be included in an database but that it is important that it is organized into a hierarchical format with one anchor field **U3** Entering data into the database is made easier through the use of forms and key fields	**Essential Questions** *Scholars will consider such questions as…* • What are the uses of a slide presentation? • How do I create and edit slides using presentation software? • How do I incorporate text and move text within a slideshow? • How do I vary the slide template throughout the presentation by adding images, video/sound to my presentation?? • How can a database be used to organize information? • What information should be gathered to include in a database? • How do you decide how to organize the information you have gathered to make it easy to enter?

Performance Tasks: PowerPoint – scholars will create a persuasive PowerPoint presentation on a topic of their choice that incorporates all of the skills they have learned along with the rules of a "POWER" presentation

Access: Scholars will use Microsoft Access to create a coffee database for customer Valle Coffee. Besides the database, scholars will create a series of reports based off of a series of queries that will be used by the customer monthly.

Unit 3- Digital Media: Fireworks/Flash/Illustrator	Understanding	Essential Question
CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b *** National Association of State Directors of Career Technical Education Consortium (NASDCTEc)**	**Enduring Understandings** *Scholars will understand that…* **U1** Illustrator is a vector based art program used to create a given graphic. **U2** Photoshop is a software program that all other programs are judged by, and used industry wide. **U3** Animation and interactivity are essential ways to help individuals and businesses communicate, convey ideas, and deliver messages. **U4** Flash is a vector-based application, which provides many benefits. This allows users to get the most out of the program's drawing tools and the tool options. **U5** Animation can serve as a powerful part of any communication medium, regardless of whether the medium is e-commerce, education, or entertainment.	**Essential Questions** *Scholars will consider such questions as…* • What skills and are needed to create an image in Adobe Illustrator? • What processes need to be done in order to complete the desired graphical? _____ • Can we make changes in Photoshop to improve our digital images? • How can we manipulate a digital image in Photoshop? _____ • What are the fundamental components of the Adobe Flash Workspace and how are they used efficiently? • What is the "Stage" and how is it used? • How does understanding Layers, Frames, and the Timeline help to make Flash animations?

Performance Task: Illustrator: scholars will create an Illustrator graphic of a significant location in the high school. **Photoshop:** Students who surpass this requirement will create a caricature of a faculty member with a direct correlation to his or her subject matter. **Flash:** Students will work as video animator by to create an animated video advertisement for a product that they have chosen, researched and whose target audience they have identified to complete the project. Once complete then you should review the checklist for grading criteria before turning in your work.

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Unit 4- Digital Media – Web Design	Understanding	Essential Question
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Performance Task: Scholars will create a new website titled, "The Environment and You", define a goal for the website. The goal should be stated in one sentence. For example, "the goal of this website is to inform users how to enjoy the natural environment of ------". They can then choose from a list of topics: Outdoor Activities, State and National Park, Green Technologies, Global Climate Change, etc.

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