

**UR East Overview of Year
Grade 9-10 Curriculum: Computer Essentials**

Course Overview: This course gives students the basic foundational skills necessary to successfully use Microsoft Office 2013 (Word, Excel, Access, Publisher, PowerPoint, Internet Explorer) in a business setting. Students will learn to create spreadsheets, databases, and PowerPoint presentations and how to incorporate them into their schoolwork, everyday lives and employment. This course also explores the implications of technology in today's ever changing global and media immersed society.

SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
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Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Computer Essentials	Fundamentals of Word	Fundamentals of Power Point	Fundamentals of Excel	Fundamentals of Publisher

Computer Essentials	Understanding	Essential Question
<p>Mission/Vision Alignment</p> <p>Tenacious:</p> <ul style="list-style-type: none"> Take risks in order to learn and grow <p>Think Purposefully:</p> <ul style="list-style-type: none"> Uses foundational knowledge and essential literacies to develop deeper understanding <p>Advocacy:</p> <ul style="list-style-type: none"> Embraces change; is open minded 	<p>Enduring Understandings</p> <p><i>Scholars will understand that...</i></p> <ul style="list-style-type: none"> The computer is a tool, the more we understand how to navigate it the more productive we can be at work, or home. That computers of all types have some basic components – commonalities that make them useful Being able to use the keyboard efficiently is important to productivity in the world of work and can only be attained through practicing the skill. 	<p>Essential Questions</p> <p><i>Scholars will consider such questions as...</i></p> <ul style="list-style-type: none"> How do computers increase our ability to function in the world? How does one manage information and utilize computers effectively? What do I need to know to effectively and safely use the Internet? How can keyboarding and computer skills help you succeed in school and a career?

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<p>CDOS Standards (Career Development and Occupational Studies): 1, 2, 3a, and 3b</p> <p>CCTC Standards (Common Career Technical Core)* Information Technology Career Cluster® (IT) 2,5,6,7</p> <p>CCR- ELA <i>Text Types and Purposes 2, 3</i> <i>Writing 4, 5, 6</i> <i>Research 7, 8, 9</i></p>	<ul style="list-style-type: none"> - The computer is a tool and allows us to access the Internet, safety and health issues can arise - Computers have a desktop feature built into their software because it serves the same purpose as a desk would with places for storage, organization, tools, etc. - That the Internet is a newer platform for sharing, researching, storing, information over a large network - That information they take or use from the Internet should be carefully evaluated for credibility and that while information is free to look at, read, or use it they must follow ethical standards when doing so. 	<ul style="list-style-type: none"> • What are the standard components or parts of a computer system?
<p>Performance Task: The project will use the tools of Windows-Movie Maker.</p> <p>Criteria: internet safety, credibility of resources, Computer knowledge: navigating, shortcuts, manage info</p>		
<p>Common Formative Assessments: Timed writings, Exit Tickets, Computer Webquests</p>		
<p>Unit 2- Fundamentals of Word</p>	<p style="text-align: center;">Understanding</p>	<p style="text-align: center;">Essential Question</p>

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Mission/Vision Alignment	Enduring Understandings	
<p>Tenacious:</p> <ul style="list-style-type: none"> • Accesses resources necessary to get job done <ul style="list-style-type: none"> – Multiple resources if necessary <p>Think Purposefully:</p> <ul style="list-style-type: none"> • Produces work that meets college and work place standards <p>Advocacy:</p> <ul style="list-style-type: none"> • Identifies and utilizes skills to support self and others globally 	<p>Scholars will understand that...</p> <ul style="list-style-type: none"> - Word is one of the two most commonly used software programs around the world and can be used for many different types of communication - Word is a tool used for word processing (working with text) therefore it has a large number of tools that go with generating formal documents - Word is a widely use application in the business world 	<p>How can the proper formatting of a word processing document have a positive impact on the overall effectiveness of the document?</p> <p>How do bullets and numbered lists affect a word processing document?</p> <p>What is the purpose of inserting tables into a word processing document?</p>

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<p>Performance Task: Create usable business documents that can be readily used in situations that students are encountering</p> <p>Create a business with appropriate documents to support it: Price list, product poster, sales report.</p>		
<p>Common Formative Assessments: Timed writings, Exit Tickets, business documents</p>		

Unit 3- Fundamentals of Power Point	Understanding	Essential Question
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Mission/Vision Alignment	Enduring Understandings	Essential Questions
<p>Tenacious:</p> <ul style="list-style-type: none"> Accesses resources necessary to get job done – Multiple resources id necessary <p>Think Purposefully:</p> <ul style="list-style-type: none"> Produces work that meets college and workplace standards <p>Advocacy:</p> <ul style="list-style-type: none"> Communicates effectively for different purposes and audiences through a variety of media 	<p><i>Scholars will understand that...</i></p> <ul style="list-style-type: none"> Powerpoint is a commonly used software that can be used for different types of presentations There are advantages and disadvantages of using different mediums to present a particular topic or idea Powerpoint is tool to help a presenter get their ideas across to their audience Powerpoint It is used for visuals called slides, and incorporated video, text, pictures, animation which can enhance the effectiveness of a presentation Powerpoint is not the presentation and what the difference is 	<p><i>Scholars will consider such questions as...</i></p> <ul style="list-style-type: none"> What makes a quality PowerPoint presentation? How can a multimedia presentation be used to keep an audience informed and engaged in learning? How can MS PowerPoint enhance delivery of information?
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Performance Task: Research a debateable issue involving computers and create a presentation that will persuade others (electronic waste, use of social media, cell phone use in the classroom, Mac vs PC)

Criteria: persuasive presentation, professional looking,

Common Formative Assessments: Formative Assessments: Timed writings, Create a power point about a college or local history

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Performance Task:

Common Formative Assessments: Timed Writings, Flyer for a community service idea

Unit 4- Excel	Understanding	Essential Question
<p>Mission/Vision Alignment</p> <p>Tenacious:</p> <ul style="list-style-type: none"> Accesses resources necessary to get job done – Multiple resources id necessary <p>Think Purposefully:</p> <ul style="list-style-type: none"> Produces work that meets college and workplace standards <p>Advocacy:</p> <ul style="list-style-type: none"> Identifies and utilizes skills to support self and other globally 	<p>Enduring Understandings</p> <p><i>Scholars will understand that...</i></p> <ul style="list-style-type: none"> Excel is a tool used to communicate data in an organized format in a variety of personal and professional situations Data can be calculated, sorted and analyzed using MS Excel 	<p>Essential Questions</p> <p><i>Scholars will consider such questions as...</i></p> <ul style="list-style-type: none"> What is the purpose of Excel? How can spreadsheets allow people to analyze data? In what situations, personal or professional, can MS Excel be used? How can MS Excel be used to solve problems? How can MS Excel be used to improve communication?

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<p>Performance Task: Collect data on food groups to compare such as sugar & fat in sports drinks. Complete a simple spreadsheet by entering collected data. Use formulas/function such as totals, averages then create a chart that displays pertinent information.</p>		
<p>Common Formative Assessments: Timed writings, Create a simple spreadsheet, use simple formulas and create a chart using data provided by the teacher.</p>		
<p>Unit 5- Publisher</p>	<p>Understanding</p>	<p>Essential Question</p>
<p>Mission/Vision Alignment Tenacious:</p> <ul style="list-style-type: none"> • Accesses resources necessary to get job done – Multiple resources id necessary <p>Think Purposefully:</p> <ul style="list-style-type: none"> • Produces work that meets college and workplace standards 	<p>Enduring Understandings Scholars will understand that...</p> <p>Use templates to create basic publications</p> <p>Insert text, clipart, pictures into publications</p> <p>Format text, backgrounds and designs to enhance publications</p> <p>Select appropriate publication styles for desired audience</p> <p>Convert Word documents to Publisher</p> <p>Insert Excel spreadsheets into Publisher</p>	<p>Essential Questions <i>Scholars will consider such questions as...</i></p> <ul style="list-style-type: none"> • What is the purpose of Publisher? • How can Publisher be used in ther world of work?

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Advocacy: <ul style="list-style-type: none">Identifies and utilizes skills to support self and other globally		
Performance Task: Research one of 37 business ideas for teens and create professional looking documents to share with class Criteria: persuasive presentation, professional looking,		
Common Formative Assessments: Formative Assessments: Timed writings, Create publisher documents (business card & flyer) to support business choice		

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