

# High School Computers

	Chapter	Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 1: Introduction to Computers and Vocabulary</b>	<p>Introduction to Computer Parts and Pieces</p> <p>Introduction to Office 2010</p>	<p>Expectation: Evaluate and acquaint students with common terms used in computing.</p> <p>9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models)</p> <p><b>Assessment: Vocabulary Quiz, Power Point Presentation</b></p>	<p>Operating System User Interface Monitor Keyboard Mouse Graphical User Interface Point Click Application Programs Client Server Random Access Memory Read Only Memory Gigabyte Megabyte Account Password Recycle Bin Gadget Menu Command Scroll Bar Drag Drop Icon Address Bar Refresh Box Folders USB URL HTTP Domain Network</p>	6 Days

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Chapters		Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 2 : Word Processing</b>	<p>Chapter 1: Creating and Editing a Word Document</p> <p>Chapter 4: Creating a Document with a Title Page, Lists, Tables, and Watermark</p> <p>Chapter 5 Using a Template to Create a Resume and Sharing a Finishing Document</p> <p>Chapter 6: Generating Form Letters, Mailing Labels, and a Directory</p> <p>Chapter 7: Creating a Newsletter with a Pull-Quote and Graphics</p>	<p>9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of wordprocessing documents, spreadsheets, and presentations</p> <p>9-12.CI.2. create a web page (e.g., Dreamweaver, iGoogle, Kompozer)</p> <p>9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries)</p> <p>9-12.CC.1. identify various collaboration technologies and describe their use (e.g., desktop conferencing, webinar, listserv, blog, wiki)</p> <p>9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project</p> <p>9-12.CC.4. plan and implement a collaborative project using telecommunications tools (e.g., ePals, discussion boards, online groups, interactive web sites, videoconferencing)</p> <p>9-12.RI.1. develop a plan to gather information using various research strategies (e.g., interviews, questionnaires, experiments, online surveys)</p> <p>9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf)</p> <p>9-12.TC.11. understand and discuss how assistive technologies can benefit all individuals</p> <p>9-12.TC.12. demonstrate how to import/export text, graphics, or audio files</p> <p>9-12.TC.13. proofread and edit a document using an application's spelling and grammar checking functions</p> <p><b>Assessments: Online Quizzes, Flashcards, Partner Projects, Worksheets, Individual Projects</b></p>	<p>Tabs – Formatting – Word Wrap – Theme – Bullets – Underline – Bold – Italicized – Quick Style – Resize – Metadata – Hard Copy – Sales Proposal – Planning Proposal – Research Proposal – Border – SmartArt Graphics – Default – Section – Column – Row – Watermark – Resume – Placeholder – Templates – PDF- XMS – File Format – Header – Footer – Data Field – Merge – Address Block – If... Then Statement – Expression – Operator – True Text – False Text – Field Text – Ruler – Heading – Sub Heading – Word Art – Crop – Resize – Text Box – Split Window - Nameplate</p>	40 Days

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Unit 3: Spreadsheet	<p>Chapter 1: Creating a Worksheet and Embedded Chart</p> <p>Chapter 4: Financial Functions, Data Tables, and Amortizations Tables</p> <p>Chapter 5: Creating, Sorting, and Querying a Table</p> <p>Chapter 6: Working with Multiple Worksheets and Workbooks</p> <p>Chapter 7: Creating Templates, Importing Data and Working with SmartArt, Images, and Screen Shots</p>	<p>9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations</p> <p>9-12.CI.2. create a web page (e.g., Dreamweaver, iGoogle, Kompozer)</p> <p>9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries)</p> <p>9-12.CC.1. identify various collaboration technologies and describe their use (e.g., desktop conferencing, webinar, listserv, blog, wiki)</p> <p>9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project</p> <p>9-12.CC.4. plan and implement a collaborative project using telecommunications tools (e.g., ePals, discussion boards, online groups, interactive web sites, videoconferencing)</p> <p>9-12.RI.1. develop a plan to gather information using various research strategies (e.g., interviews, questionnaires, experiments, online surveys)</p> <p>9-12.CC.6. use technology tools for managing and communicating personal information (e.g., finances, contact information, schedules, purchases, correspondence)</p> <p>9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf)</p> <p>9-12.TC.11. understand and discuss how assistive technologies can benefit all individuals</p> <p>9-12.TC.12. demonstrate how to import/export text, graphics, or audio files</p> <p>9-12.TC.13. proofread and edit a document using an application’s spelling and grammar checking functions</p> <p><b>Assessments: Online Quizzes, Flashcards, Worksheets, Projects</b></p>	<p>Worksheet – Workbook – Row Heading – Column Heading – Cell Reference – Cell – Gridlines – Mode – Status Bar – Name Box – Formula – Relative Reference – Fill Handle – Cell Protection – Amortization Table – PMT Function – Annuity – Protected Cells – Unprotected Cells – Database – Conditional Formatting – Sort – Ascending Sequence – Descending Sequence – Extract Range – Zooming – Consolidation – Fill Handle – Page Break – Header – Footer – Replicate – Transpose – Picture Strips – Cluster Chart – Cone Chart – Bar Chart –</p>	40 Days

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Chapters		Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 4: Power Point</b>	<p>Chapter 1: Creating and Editing a Presentation</p> <p>Chapter 4: Working with Information Graphics</p> <p>Chapter 5: Collaborating and Delivering a Presentation</p> <p>Chapter 6: Navigating Presentations Using Hyperlinks and Actions Buttons</p>	<p>9-12.RI.2. identify, evaluate, and select appropriate online sources to answer content related questions</p> <p>9-12.RI.3. demonstrate the ability to use library and online databases for accessing information (e.g., MEL, Proquest, Infosome, United Streaming)</p> <p>9-12.RI.4. distinguish between fact, opinion, point of view, and inference</p> <p>9-12.RI.5 evaluate information found in selected online sources on the basis of accuracy and validity</p> <p>9-12.RI.6. evaluate resources for stereotyping, prejudice, and misrepresentation</p> <p>9-12.RI.7. understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources must always be researched</p> <p>9-12.RI.8. research examples of inappropriate use of technologies and participate in related classroom activities (e.g., debates, reports, mock trials, presentations)</p> <p>9-12.CT.1. use digital resources (e.g., educational software, simulations, models) for problem solving and independent learning</p> <p>9-12.CT.2. analyze the capabilities and limitations of digital resources and evaluate their potential to address personal,</p> <p><b>Assessments: Online Quizzes, Flashcards, Partner Projects, Worksheets, Individual Projects, Power Point Presentations</b></p>	<p>Presentation – Slide Show – Outlining – Charting – Multimedia – Collaborating – Preparation – Title Slide – Landscape – Resize – Text Pane – Visual Literacy – Comment – Annotation – Hyperlink – Placeholder – Bullet – Animation – Motion Path</p>	30 Days

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		Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 5: Online Career Pathway</b>	Career Cruising Online Software	<p>9-12.TC.3. explore career opportunities, especially those related to science, technology, engineering, and mathematics and identify their related technology skill requirements</p> <p>9-12.TC.4. describe uses of various existing or emerging technology resources (e.g., podcasting, webcasting, videoconferencing,, online file sharing, global positioning software)</p> <p>9-12.TC.5. identify an example of an assistive technology and describe its potential purpose and use</p> <p>9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills</p> <p>9-12.TC.7. assess and solve hardware and software problems by using online help or other user documentation</p> <p><b>Assessment: Completion of Career Selection Tests, Online Completion of Class Schedule, Career Options Selection, Career Pathway Selection, Power Point Presentation on Career Choices, Interviewing a Professional</b></p>	<p>Career            Career Pathway            Various Careers            Education            2 Year Degree            4 Year Degree            Vocational School            College Requirements            Financial Aide            Bachelor’s Degree            Master’s Degree            Certificate            Co-op            Qualifications            Job Experience            Work Experience</p>	20 Days

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<b>Unit 6: Current Technology and Resources</b>	<p>Current Technology</p> <p>Online Resources</p>	<p>9-12.TC.8. explain the differences between freeware, shareware, open source, and commercial software</p> <p>9-12.TC.9. participate in experiences associated with technology-related careers</p> <p>9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf)</p> <p>9-12.TC.11. understand and discuss how assistive technologies can benefit all individuals</p> <p>9-12.TC.12. demonstrate how to import/export text, graphics, or audio files</p> <p>9-12.CC.5. describe the potential risks and dangers associated with online communications</p> <p>social, lifelong learning, and career needs</p> <p>9-12.CT.3. devise a research question or hypothesis using information and communication technology resources, analyze the findings to make a decision based on the findings, and report the results</p> <p>9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills</p> <p><b>Assessment: Power Point Presentations, Online Quizzes, Worksheets, Online Assessments</b></p>	<p>Linkedin - Second Life – iPhone – Moodle – Slideshare – Skype – iTunes - Google Docs - Google Buzz - Open Office – Evernote – Dreamweaver – Wink – PBWiki - Google Scholar – Podcasting – ScreenToaster – Xing – iPad – OneNote – Vodcaster – Wetpaint – Podium - SlideRocket - Webcasting – Delicious - Google Reader – Ning – Picasa – Freemind – TeacherTube – Glogster – Animoto – Evernote – Flickr - Survey Monkey – Hulu – Picnic – Wordle - Page Flakes - Dropbox - Google Sketchup – ReadItLater - linoit Storybird - Blogger</p>	25 Days

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	Chapter	Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 7: Technology Safety</b>	<p>Cyber Crimes:</p> <p>Cyber Bullying</p> <p>Phishing</p> <p>Identity Theft</p> <p>Email</p> <p>Social Networking</p>	<p>9-12.CC.5. describe the potential risks and dangers associated with online communications social, lifelong learning, and career needs</p> <p>9-12.CT.3. devise a research question or hypothesis using information and communication technology resources, analyze the findings to make a decision based on the findings, and report the results</p> <p>9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills</p> <p><b>Assessment: Power Point Presentations, Online Quizzes, Worksheets, Online Assessments</b></p>	<p>Cyber Crime</p> <p>Cyber Bullying</p> <p>Phishing</p> <p>Social Networking</p> <p>Internet Health</p> <p>Identity Theft</p> <p>Internet Auctions</p> <p>Wireless Security</p> <p>Online Shopping</p> <p>Email Scams</p> <p>Spam</p>	8 Days

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	Chapter	Educational Technology Standards and Expectations	Vocabulary	Pacing
<b>Unit 8: Organization with Email and Scheduling</b>	Chapter 3: Managing Contacts and Personal Contact Information with Outlook	<p>9-12.TC.11. understand and discuss how assistive technologies can benefit all individuals</p> <p>9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills</p> <p>9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project</p> <p><b>Assessment: Power Point Presentations, Online Quizzes, Worksheets, Online Assessments</b></p>	<p>Contacts</p> <p>Email</p> <p>Schedule</p> <p>Contact Group</p> <p>Attachment</p> <p>Inbox</p> <p>Outbox</p> <p>Carbon Copy</p> <p>Blind Carbon Copy</p> <p>Reply</p> <p>Calendar</p> <p>Tasks</p> <p>Forward</p> <p>Real Simple Syndication</p>	11 Days