

COURSE:

UNIT PLAN	Outcome: Apply strategies for identifying and solving routine hardware and software problems that occur during everyday				
	Essential Question(s): <i>Basic Operation Skills / Basic Trouble Shooting Skills / Basic Network Skills</i>				
	Enduring Understandings:				
	Daily Plan Days 1 - 2	Daily Plan	Daily Plan		
Objectives:					
Instructional Activities:	Basic Operation Skills ✓ Start-up ✓ Shutdown ✓ File Management ✓ Application access ✓ Printer Use - Selection ✓ Memory ✓ Wheel Use ✓ Ethics	Basic Trouble Shooting Skills ✓ Find a lost file ✓ Peripheral ✓ Connections ✓ Use of Properties ✓ Force Quit	Basic Network Skills ✓ Login ✓ Logout ✓ Printer ✓ Server Management ✓ Naming Conventions ✓ Extensions ✓ New Folder Creation		
Resources:	Refer to Outcome #1				
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome #1				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome: Use keyboards and other common input and output devices (including adaptive devices when necessary) efficiently and effectively.				
	Essential Question(s): <i>Keyboarding</i>				
	Enduring Understandings:				
	Daily Plan Days 3 - 7	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	Keyboarding <ul style="list-style-type: none"> ✓ Technique ✓ Speed ✓ Accuracy 	Technology Integration			
Resources:	Typing Instructor Typing Time				
Multicultural awareness:					
Differentiation:	Time may be with full classes or split in shorter sections (i.e. 10 min per day)				
Formative Assessment:	Outcome #2 - Keyboarding	Outcome #8			
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome: Use general purpose and content-specific software and peripherals to support productivity, remediate skill deficits, and facilitate learning throughout the curriculum				
	Essential Question(s): <i>Word Processing</i>				
	Enduring Understandings:				
	Daily Plan Day 8 - 13	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	Word Processing - Format ✓ Font, Size, Style ✓ Margins ✓ Cut, Copy, Paste	Word Processing – Editing ✓ Spacing ✓ Spell Check ✓ Proof Read	Word Processing – Graphics ✓ Insert ✓ Resizing ✓ Text Wrap		
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome #5 – Word Processing				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome: Use general purpose and content-specific software and peripherals to support productivity, remediate skill deficits, and facilitate learning throughout the curriculum.				
	Essential Question(s): Spreadsheet				
	Enduring Understandings:				
	Daily Plan Day 13 - 15	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	Spreadsheet ✓ Enter data ✓ Format Cells ✓ Chart Wizard – Create Chart ✓ Chart Wizard – Format Chart ✓ Chart Wizard – Output Chart				
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome #5 - Spreadsheet				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome: Use general purpose and content-specific software and peripherals to support productivity, remediate skill deficits, and facilitate learning throughout the curriculum.				
	Essential Question(s): <i>Data Base</i>				
	Enduring Understandings:				
	Daily Plan Day 16 - 18	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	Data Base ✓ Create Fields ✓ Enter Data ✓ Organize Data ✓ Format Reports ✓ Output Reports				
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome 5 – Data Base				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	<p>Outcome: Apply technology tools for individual and collaborative writing, communication and publishing activities to create knowledge products for audiences inside and outside of the classroom.</p> <p>Outcome: Recognize and practice legal and ethical behaviors when using information and technology; identify consequences of misuse.</p>				
	Essential Question(s): <i>Multimedia</i>				
	Enduring Understandings:				
	Daily Plan Day 19-28	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	<p>Multimedia – Content</p> <ul style="list-style-type: none"> ✓ Relevant Information ✓ Editing Conventions 	<p>Multimedia –</p> <ul style="list-style-type: none"> ✓ Navigation ✓ Text ✓ Graphics ✓ Special Effects 	<p>Multimedia – Graphics</p> <ul style="list-style-type: none"> ✓ Pertinent Images ✓ Appropriate Number 		
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome 4 & 6 - Multimedia				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	<p>Outcome: Apply technology tools for individual and collaborative writing, communication and publishing activities to create knowledge products for audiences inside and outside of the classroom.</p> <p>Outcome: Recognize and practice legal and ethical behaviors when using information and technology; identify consequences of misuse.</p>				
Essential Question(s): <i>Multimedia</i>					
Enduring Understandings:					
Daily Plan	Daily Plan	Daily Plan	Daily Plan		
Objectives:					
Instructional Activities:	Multimedia - Bibliography	Multimedia – On-Line Resources ✓ Web Browser ✓ Ethics ✓ Web Bias	Multimedia – Emerging Technology		
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome #9 – Web Bias		Outcome #3 – Emerging Technolgy		
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome: Use telecommunication and online resources to investigate and solve curriculum related problems, issues, and information to develop solutions or products for audiences inside and outside the classroom.				
	Essential Question(s): <i>Email - Gaggle</i>				
	Enduring Understandings:				
	Daily Plan Day 29-30	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:	Email – Send Message ✓ Subject line ✓ Complete sentences ✓ Greeting ✓ Relevant Content ✓ Closing				
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:	Outcome #7 – Email Etiquette				
Summative Course Outcome Assessment:					
Grading Protocol:					

COURSE:

UNIT PLAN	Outcome:				
	Essential Question(s):				
	Enduring Understandings:				
	Daily Plan	Daily Plan	Daily Plan	Daily Plan	Daily Plan
Objectives:					
Instructional Activities:					
Resources:					
Multicultural awareness:					
Differentiation:					
Formative Assessment:					
Summative Course Outcome Assessment:					
Grading Protocol:					