

Curriculum Map:

MicroComputer I

Grade 9 - 12

	September	October	November	December	January	February	March	April	May	June
Topic Content	<ul style="list-style-type: none"><li>*Knowing the Keyboard.</li><li>*Keyboarding Skills,</li><li>*Skills Pre-Test,</li><li>*Bad Habit Finder</li><li>*Microsoft Word</li><li>*File Management</li></ul>	<ul style="list-style-type: none"><li>*Introduction of additional keys, symbols, and #'s</li><li>*Using correct fingering techniques</li><li>*PowerPoint demonstration</li></ul>	<ul style="list-style-type: none"><li>*Microsoft Word</li><li>*Word Processing</li><li>*Academic Reports</li><li>*Business Reports</li><li>*Reports with Headings</li><li>*Personal &amp; Business Letters</li></ul>	<ul style="list-style-type: none"><li>*Microsoft Word</li><li>*Word Processing</li><li>*Tables</li><li>*Word Processing Simulation</li><li>*Two Page Letters</li><li>*Form Letters</li><li>*Memo Templates</li><li>*Microsoft Publisher</li><li>*Lists, Outlines &amp; Agendas</li></ul>	<ul style="list-style-type: none"><li>*Power Point</li><li>*Microsoft Word</li><li>*Mid-Term</li><li>*Final Exam</li><li>*Minutes of Meetings</li></ul>					
Skills	<ul style="list-style-type: none"><li>*Practices good computer ethics</li><li>*Use appropriate care for privacy security and printable options</li><li>*Uses correct keyboarding techniques</li><li>*Works to prevent bad keyboarding habits.</li><li>*Types at 22 wpm with less than 5 errors per minute</li><li>*Uses the home row keys as anchor keys</li><li>Has a “School to Work” expectation attitude</li></ul>	<ul style="list-style-type: none"><li>*Continued practice of good computer ethics</li><li>*Appropriate care for Privacy, security, and printable options</li><li>*uses correct Keyboarding techniques</li><li>*Works to prevent Bad keyboarding Habits</li><li>*Types at 30 wpm with less than 5 errors per Minute</li><li>*Uses the home row key as anchor keys</li><li>*Learns the home row on the number pad</li><li>*Has a “School to Work” expectation attitude</li></ul>	<ul style="list-style-type: none"><li>*Continued practice of Good computer ethics</li><li>*Appropriate care for Privacy, security, and printable options</li><li>*Basic knowledge of Microsoft Word</li><li>*Word Processing effectiveness</li><li>*Preparing business reports</li><li>*Processing different Types of reports and knowing which ones are the most effective</li><li>*Differentiating between different styles of letters.</li></ul>	<ul style="list-style-type: none"><li>*Tables – Borders/Fill</li><li>*Reinforcement of Tables</li><li>*Difference between Columns and rows</li><li>*Page Orientation</li><li>*Totals in Table</li><li>*Text and Graphic Boxes</li><li>*Personal Notepads</li><li>*Personal Stationery</li><li>*Flyers</li><li>*Certificates &amp; Invitations</li><li>*Newsletters</li><li>*Making lists, outlines, and agendas by using bulleted lists</li></ul>	<ul style="list-style-type: none"><li>*Correct procedure for Taking minutes at a Mtg.</li><li>*Review for Finals</li></ul>					
Assessment	<ul style="list-style-type: none"><li>*Review Lessons</li><li>*Technique Checks</li><li>*Alphabet Soup</li><li>*Timed Writings</li><li>*Daily Drill Sheet Logs</li><li>*www.nimblefingers.com</li></ul>	<ul style="list-style-type: none"><li>*Review Lessons</li><li>*Technique Checks</li><li>*Power Point Presentation on correct keyboarding</li><li>*Timed Writings</li><li>*Daily Drill Sheet Logs</li><li>*www.nimblefingers.com</li></ul>	<ul style="list-style-type: none"><li>*Subject Choice written report</li><li>*Company Choice Business Report</li><li>*Differentiating between different style of letters.</li></ul>	<ul style="list-style-type: none"><li>*Design of a table within several different softwares</li><li>*Design of personal stationery</li><li>*Design of Notepads</li><li>*Business Newsletter from creation to publishing</li><li>*Certificate for class</li><li>*Invitation for Winter Weekend</li></ul>	<ul style="list-style-type: none"><li>*Create a magazine cover that is about you. Checklist to be given for assignment</li><li>*Advertisement Production Project— students will recreate a newspaper advertisement.</li><li>*Travel Brochure Project</li></ul>					
NYS Alignment	CDOS Standards 1, 2, and 3a	CDOS Standards 1, 2, and 3a	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b					

<b>Resources</b>	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Word *Paradigm	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Word *Paradigm	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Word *Paradigm	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Word *Microsoft Publisher *Microsoft Excel	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word					
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**Curriculum Map: Microsoft Computer II Grade 9 - 12**

	September	October	November	December	January	February	March	April	May	June
<b>Topic Content</b>					*Microsoft Excel *Microsoft ACCESS	*Microsoft Word *Microsoft Excel *Microsoft ACCESS	*Windows Movie Maker *Scanner *Monthly Folders *DVD *Music (CD/DVD)	*Breeze *Power Point *Internet *Comparison of Power Point and Breeze	*Microsoft Producer *Tutorials *Office Training	*Review of all Softwares *Review for Final Exam *Final Exam
<b>Skills</b>					*Spreadsheets – Entering Data *Creating Spreadsheets *Copying Spreadsheets *Moving Data *Formatting Values *SUM Function *Fill Commands *Class Database	*Spreadsheet Review *Database Orientation *Creating Database tables *Sorting and Querying *Database Reports *Database Formulas *Database Simulation	*Scanning Pictures *Organizing Photos *Thumbnail Collections *Volume of Collections *Music without a download	*Multi-media Presentations *Gathering information *Plagiarism *Authentic sources *Citing Sources	*Learning how to use the tutorial for Microsoft Producer *Training others in an office that would be using Microsoft Producer	*Checklist for Microsoft Word *Checklist for Internet *Checklist for Excel *Checklist for ACCESS *Checklist for Power Point *Checklist for Windows Movie Maker *Checklist for Scanner *Checklist for Microsoft Producer
<b>Assessment</b>					*Create a magazine cover that is about you Checklist to be given for assignment. *Advertisement Product Project—students will recreate a newspaper advertisement. *Travel Brochure Project	*Desktop Publishing Menu Project *Desktop Menu Project Project Scoring Guide	*DVD Project *Home Pictures *Senior Project *Preparing for Alumni Project (Fred Welch)	*DVD Project *Home Pictures *Senior Project *Preparing for Alumni Project (Fred Welch)	*Listing of similarities between Windows Movie Maker and Microsoft Producer *Students Choice of Software *Samples of both softwares	*Students will go through checklists to make sure they thoroughly understand all softwares and can leave with mastery in computer applications.
<b>NYS Alignment</b>					CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b	CDOS Standards 1, 2, 3a, and 3b
<b>Resources</b>					*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word *Excel *Access	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word *Excel *Access	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word *Excel *Access	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word *Excel *Access	*Glencoe Keyboarding with Computer Applications *Internet *Microsoft Publisher *Microsoft Word *Excel *Access