September

Basic Computer Useage

Essential Questions	Content	Skills	Assessments	Lessons	Learning Benchmarks	Standards
How do computers organize and store information?	Working in the windows environment Microsoft Word Web Applications	Ability to successfully navigate the computer system, launch programs, and save and retrieve files. Logging on, account structure. Saving and printing Formatting in Microsoft word Wizards and templates in Word Downloading additional templates and resources Web research Importing information from other applications into Word. Creating charts, graphs and tables.	Microsoft Word Quiz 9/1/2012 Written Bio 9/1/2012 Travel Brochure 9/1/2012 Resume 9/1/2012 Calendar 9/1/2012	Basic overvew of school computer structure Entering text into Microsoft Word and basic formatting Using Wizards in Microsoft Word Using templates in Microsoft Word Web research techniques (how to search, useful sites, downloading images) Web resources (downloading additional templates and wizards for use in Microsoft Word).	Independantly log on and navigate in the windows environment. Launch applications, edit, save and print files. Independently use microsoft word to type and format a document to various specifications. Identify the appropriate wizard or template to assist in formatting a document. Ability to utilize the web to find information and pictures.	IT.01.35-Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate). IT.01.36-Run multiple applications simultaneously, alternating among them. IT.01.39-Save (also retrieve, load, and import) a word-processed document in different file formats (e.g., RTF, HTML). IT.01.53-Know how to select and use search engines. Understand the differences between search engines. IT.03.12-In

						conducting research use all appropriate electronic sources (e.g., Web sites, online periodical databases, online catalogs).

October

Visual Presentations

Essential Questions	Content	Skills	Assessments	Lessons	Learning Benchmarks	Standards
How do you chose a program for your specific needs?	Powerpoint Fireworks (image editing) Web Applications	Ability to manipulate images in Fireworks as necessary (crop, change colors, change size, erase, rubber stamp, create transparent gifs). Import images into other programs for use. Moving back and forth between programs Find and download images and information from the web. Formatting in PowerPoint PowerPoint - transitions,	Basic Powerpoint 10/2/2012 Country Powerpoint Presentation 10/2/2012 Image Edit 10/23/2012 Digital Children's Book 10/27/2012 Intermediate Image Edit 10/1/2012 Powerpoint Game 11/1/2012 Powerpoint Quiz 10/1/2012 Fireworks Quiz 10/1/2012 Short Animation 10/1/2012 Animated Advertisement	Basic Powerpoint techniques Powerpoint as a Communication Tool Basic Image Editing Techniques Intermediate Powerpoint techniques (utilizing animations and custom images) Intermediate Image Editing Basic frame by frame animations (animated .gifs)	Ability to create and use images as a communication tool. Ability to structure information as a presentation. Ability to move between different computer programs as necessary in order to accomplish individual goals.	A.3-Students will use creative, analytical, and critical thinking skills. A.5-Students will be creative producers in at least one area of the visual and performing arts. A.6-Students will demonstrate competency in technology. 3.17-Oral Presentation ~ Deliver formal presentations for particular audiences using clear enunciation and appropriate organization, gestures, tone, and vocabulary. 27.08-

| | | animations and action buttons. Communicate information using images and/or powerpoint structure a presentation Communicate using time-based media (animation) | 10/1/2012 | | | Production ~ Create coherent media productions that synthesize information from several sources. For example, students create web pages that demonstrate understanding of the social or political philosophy of several writers of a historical period, a literary movement, or public issue. IT.01.36-Run multiple applications simultaneously, alternating among them. IT.01.58-Create and manipulate illustrations using a drawing or painting program (e.g., adjust scale, size, shape). IT.03.15-Present information, ideas, and results of work using any of a variety of communications technologies (e.g., |

							multimedia presentations, Web pages, videotapes, desktop-published documents). IT.03.17-Import graphics, photos, and other media into report or presentation, citing sources appropriately.

November

Manipulating Data

Essential Questions	Content	Skills	Assessments	Lessons	Learning Benchmarks	Standards
How do you interpret and organize data?	Microsoft Excel Microsoft Word	Ability to interpret data and use it to create spreadsheets. Ability to create graphs Ability to use spreadsheet data in other programs.	Excel Quiz 11/1/2012 Basic Excel 11/1/2012 Basic Excel Calculations 11/1/2012 Graphing Excel Data 11/1/2012 Mail Merge - Mad Lib 11/1/2012	Basic Excel Techniques Creating, using and editing formulas Mail Merges	Ability to create and edit spreadsheets Ability to formatting spreadsheets Ability to graph data Ability to use and write formulas Ability to use spreadsheet data to create mail merges.	IT.01.42-Import/export and link data between word-processed document and other applications. IT.01.44-Use features of a database program such as mailing labels and mail merges. IT.01.46-Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and

						name worksheets). IT.01.47-Use formulas in a spreadsheet application. IT.01.48-Import/export data between spreadsheet and other applications. IT.01.49-Customize formatting of charts or graphs created in spreadsheet. IT.01.50-Define and use functions of a spreadsheet such as sort, filter, find. IT.01.51-In a spreadsheet application, use various number formats (e.g., scientific notation, percentages, exponents) as appropriate.

Communication Tools

Essential Questions	Content	Skills	Assessments	Lessons	Learning Benchmarks	Standards
What other methods can you use to express	Web Design (HTML) Pro-Engineer (CAD)	Ability to create a simple webpage.	Basic Webpage 12/1/2012 Basic CAD	Basic HTML Intro to 3D modeling (CAD)	Exposure to a variety of different communication	IT.01.57-Create a multimedia presentation, desktop-

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| information to an audience? How do you choose the most appropriate or successful method? | Video Production | Ability to create a 3-D CAD model to illustrate an idea Ability to tell a story using time based media (video) | Tool Usage 12/1/2012 Toy Block (CAD) 12/1/2012 Short Film 12/1/2012 | Basic Video Camera useage | methods Basic familiarity with a video camera Understanding of how web pages are written Basic familiarity with what a CAD program is | published report, or Web page that incorporates data from other files. IT.01.60-Select the appropriate technology tool for a task. IT.03.19-Demonstrate how specialized technology tools can be used for problemsolving, decision-making, and creativity (e.g., simulation software, environmental probes, computer-aided design, geographic information systems, dynamic geometric software, graphing calculators, art and music composition software). |