

Curriculum Map
Grade(s): 9-12 Subject: Computer Life Skills

Unit / Weeks	Content	Skills	Assessments	Standards
<p>Web Page Construction (Weeks 1-8)</p> <ul style="list-style-type: none"> • <i>Web Tools (Weeks 1-5)</i> • <i>Information Retrieval & Management (Weeks 6 & 7)</i> 	<p>Programming *HTML *JavaScript *Flash</p> <p>Macromedia MX *Designing Webpages *Creating Flash Animations</p> <p>PhotoShop & PhotoImpact *Photo Editing *Graphic Arts Ulead GIF Animator *2D Animations Simply 3D *3D Sculpting & Animation</p> <p>Internet Explorer & Filezilla *Internet Navigation *Capture images *Uploading and Downloading images, animations, folders and files.</p> <p>Online Databases *ERIC *CARL *Library of Congress *American Universities *Public Librarys</p> <p>Search Engines *Alta Vista *Ask Jeeves *Excite *HotBot *Infoseek *Webcrawler</p>	<p>Set up a web site Show how to write documents in HTML code, Flash and JavaScript code and formulas</p> <p>Design 5 pages containing original code, images and animations Analyze current sites on web for effectiveness Produce a website with 5 pages on a given topic</p> <p>Produce and edit original digital photos, 2D/3D animations and Graphic Art images using various software packages and different types of cameras Show how to successfully scan a picture</p> <p>Show how to successfully navigate on the Web, and FTP files & documents</p> <p>Research information about various topics Show how to write Annotated Bibliographies Demonstrate ability to use online publication databases</p> <p>Perform sophisticated searches of online information Show how to distinguish the strengths & weaknesses of various search engines Demonstrate ability to use Capital Sensitivity, Phrase</p>	<p>Website Analysis Activity</p> <p>Quizzes from Website - HTML, JavaScript, and Flash codes and formulas (Basic Structure Tags, Formatting Tags, Linking & Image Tags, Establishments, and Special Characters; Variables, If and Else, Functions, Events, Loops, and Arrays)</p> <p>Completion of Site(s)– Rubric assessment</p> <p>Observation Checklist Rubric</p> <p>Class discussions and observations</p>	<p>National Educational Technology Standards http://cnets.iste.org/students/s_profile-68.html</p>

<ul style="list-style-type: none"> • <i>Internet Security</i> (Week 8) 	<ul style="list-style-type: none"> *Yahoo <p>Internet Security</p> <ul style="list-style-type: none"> *Safety on the Internet *General Risks *Risks by Area *Basic Rules of Online Safety <p>Keyboarding (ongoing throughout semester)</p>	<p>Searching, Truncation, and Boolean Logic in online searches</p> <p>Show an understanding of the situations and behaviors that jeopardize privacy and put an individual or their family at risk.</p> <p>Demonstrate ability to use proper techniques and practices to avoid risks</p> <p>Practice appropriate posture and key/finger placement</p>		
<p>Computer Applications (Weeks 9-15)</p> <ul style="list-style-type: none"> • <i>Word Processing</i> (Weeks 9-11) • <i>Databases</i> (Weeks 12-14) • <i>Worksheet/spreadsheets</i> (Weeks 14-15) 	<p>MS Word</p> <ul style="list-style-type: none"> *Editing Documents *Formatting Documents *Auto Features *Tabs *Tables <p>MS Access</p> <ul style="list-style-type: none"> * Creating and Formatting Databases *Organizing Databases *Creating Formulas *Function Formulas <p>MS Excel</p> <ul style="list-style-type: none"> *Creating and Formatting Worksheet/spreadsheets *Organizing Worksheet/spreadsheets *Creating Formulas *Function Formulas 	<p>Experiment different ways to edit & format documents</p> <p>Find features, apply them</p> <p>Organize info using tabs</p> <p>Organize info using tables</p> <p>Determine personality</p> <p>Complete interest inventory and role-playing character profile</p> <p>Research information about post high school / College options</p> <p>Create a database to record, organize and report home inventory information</p> <p>Record, organize and graph monthly personal budget information on worksheets/spreadsheets</p> <p>Create a workbook</p> <p>Identify dif between worksheet/spreadsheet and workbook</p> <p>Reorder worksheets/spreadsheets</p> <p>Show how to write formulas</p> <p>Demonstrate ability to use correct formula</p>	<p>Observation Checklist Rubric</p> <p>Quizzes from Website</p> <p>Projects (Bullets, Independent Projects using tabs/indents, Header and Footer Lab, Cross Curricular Projects, News Flyer)</p>	

	<p>MS PowerPoint *Enhancing PowerPoint Presentations *Design Elements and Considerations *Sound and Graphics</p> <p><i>Additional Computer Life Skill Applications:</i></p> <p>Personal Finance Management Computer Applications *Budgeting *Mortgages *Home Inventories *Savings *Investments *Student Loans</p> <p>Post High School / College Computer Applications *Resume' Writing *Job Searching *Job Interviewing *Moving (Planning & Costs) *Rental Agreements</p>	<p>Propose a rough draft of a ppt Determine sounds and animation appropriate for presentation Complete a ppt Show how to apply sounds and animations</p> <p>Show an understanding of financial assets, debts, and budgeting Calculate necessary retirement goals & monthly contributions; emergency nestegg goal & monthly contribution Create a Financial Plan containing an assets inventory database; a monthly /annual budget spreadsheet & workbook; retirement plan; investment & emergency nestegg plans; and, debt management plans</p> <p>Construct a resume using MS Word's <i>Resume' Wizard</i>, following a list of required items Demonstrate a working knowledge of the 20 most often asked questions during a job interview Show how to write a letter of intent Use online employment databases for job listings Find an affordable Apartment or House Show how to fill out a standardized rental agreement Demonstrate the ability to</p>		
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Hardware/ Software Maintenance & Trouble- shooting (Weeks 15-16) <ul style="list-style-type: none"> • <i>Hardware (Week 15)</i> • <i>Software (Week 16)</i> 	Hardware History *Evolution of the PC Hardware Components *Cases, Power Supplies, etc. *Motherboards, RAM, etc. *Hard Drives, Expansion Cards, etc. *Monitors & Peripherals Hardware maintenance, upgrading & troubleshooting *Safety Considerations *Disassembly Preparations *Disassembling and reassembling hardware components *Error codes *Upgrading Considerations Software maintenance, upgrading & troubleshooting *Installing / uninstalling Software *ROM/BIOS *Preliminary Troubleshooting *Device Manager *Task Manager *Control Panel	Safety Considerations Required Tools Disassembly Preparation Removing Cover Removing Adapter Cards Removing Diskette Drive Removing Hard Drive Removing DIMMs Removing Power Supply Removing Motherboard	Observation Checklist Rubric Quizzes from Website Projects (Group projects to assess error codes, disassemble hardware, correct assembly issues, and reassemble hardware. Independent projects to install and uninstall software / hardware components, and assess error codes).	