

**Course Name/Number: Intro to Comp Applications**

**Grade Level: 9 - 12 Q1-39 Days**

**Curriculum Map**

**Aug 2020 - Oct 2020**

Unit	Essential Questions	Standards & Skills	Common Assessments	Learning Activities	Resources/Technology	Unit Reflection
<b>Name: Microsoft Word - MSI Learning Portal Chapters 1-4. Quarter: 1st Length (Days): 32 Days</b>	Students will apply most editing word processing skills. 4 Formative Unit tests this quarter.	<b>ILS:</b> <b>National Standards:</b> NETS-S 1 & NETS-S 6 <b>CRS:</b> <b>WorkKeys Skills:</b> <b>CCSS:</b>	<b>Formative: 10 point assessment daily. (2 quizzes) Editing skills different on each question. Summative: Chapter project for Test score</b>	Students will identify areas that need to be reevaluated. We view tutorials, practice a simulation and finish with a quiz. Two sections a day.	<b>Computer Lab Projector MIK12.Com License Word Application</b>	Students who work faster may work ahead. Each lesson is taught verbally, by example and explained how it would be used in real life.
<b>Name: Professional Business Letters Quarter: 1st Length (Days): 7</b>	Student will master 3 professional business style formats	<b>ILS:</b> <b>National Standards:</b> NETS-S 1 & NETS-S 3 NETS-S 5 <b>CRS:</b> <b>WorkKeys Skills:</b> <b>CCSS:</b>	<b>Formative: practice formatting 3 letter types and learn how to address an envelop. Summative: create a professional business letter and envelope</b>	Students will do a rough draft of letter and envelope Final draft will be taken for a test grade.	<b>Computer lab Projector Elmo Typing Text book Google classroom</b>	Final project students are to request a signed autograph of someone famous to be added to our wall of fame. Students get so excited when mail comes for them.
<b>Name: CNN10 News Quarter: 1st Length (Days): 39</b>	Student will become well rounded by being informed as to what is happenin g in th world around them	<b>ILS:</b> <b>National Standards:</b> NETS-S 1 & NETS-S 3 NETS-S 5 <b>CRS:</b> <b>WorkKeys Skills:</b> <b>CCSS:</b>	<b>Formative: 10 question quiz at the end of the week regarding weekly current events..</b>	Student will watch CNN10 together. This leads to class discussion regarding interesting events.	<b>Computer Lab Internet CNN1News.com</b>	Students enjoy current event stories and 10 second trivia.
<b>Name: Blogging Quarter: 1st Length (Days): 12</b>	After creating personal blogs, we blogged daily. Subjects varied.	<b>ILS:</b> <b>National Standards:</b> NETS-S 1 & NETS-S 3 NETS-S 5 & NETS-S6 <b>CRS:</b> <b>WorkKeys Skills:</b> <b>CCSS:</b>	<b>Summative: quarterly grade based on participation.</b>	Student will be creative, develop and organize thoughts to be blogged.	<b>Computer Lab Internet Google Classroom</b>	Half the students enjoyed blogging. Others felt it was a chore.
<b>Name: Google Classroom Quarter: 1st Length (Days): 39</b>	Class participated in a virtual classroom. Communications, test and projects were completed through this application.	<b>ILS:</b> <b>National Standards:</b> NETS-S 1 & NETS-S 3 NETS-S 5 & NETS-S6 <b>CRS:</b> <b>WorkKeys Skills:</b> <b>CCSS:</b>	<b>Summative:</b>	Student will develop comfort levels of a virtual classroom.	<b>Computer Lab Internet Google Classroom</b>	Students preferred google classroom to edmodo. Either application will help them in other classroom settings.