



Dyersburg High School
 Career and Technical Education
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Computer Applications Pacing Guide

Computer Applications Pacing Guide			
1st Quarter	TN Standards	Lesson Focus	Additional Notes
Week 1	Communication Networks, the Internet, and Technology Operations 2-3	Identification of computer Units and usage. Safety usage	Skill Attainment 2,3
Week 2	Word Processing and Publishing 8-9 Communication Networks, the Internet, and Technology Operations 1, 5, 7 Electronic Communication and Collaboration 27 Digital Citizenship 24-26	Word Processing – Use a word processing program Craft documents Communication Information technology job market Retrieve download and safely install applications ACT Prep Research summarize and deliver report ethics in Technology, Internet usage rules	Skill Attainment Word Processing 8,9 Skill Attainment Communication 1,5,7 On going through out the year Skill Attainment Electronic Communication 27 Ongoing through out the year Skill Attainment Digital Citizenship 24,25,26 on going through out the year
Week 3	Word Processing and Publishing 8-9	Formatting Business Letters	Skill Attainment Word Processing 8,9
Week 4	Word Processing and Publishing 10-12	Create, format, edit documents for print	Skill Attainment Word Processing 10,11,12
Week 5		Create, format, edit documents for print	Skill Attainment Word Processing 13
Week 6		Create, format, edit documents for print	Skill Attainment Word Processing 4,5,6
Week 7		Create, format, edit documents for print	Skill Attainment Word Processing 3,7
Week 8		Word Processing and Publishing 9	Edit, format, and create Tables for print
Week 9	Edit, format, and create Tables for print		Skill Attainment Word Processing 3,4,7
End of Quarter			
2nd Quater	TN Standards	Lesson Focus	Additional Notes
Week 1	Spreadsheets Applications 14	Create documents (Cell, Columns, Rows)	Skill Attainment Spreadsheet Application 3,4,5
Week 2	Spreadsheets Applications 15	Create, format edit documents for print	Skill Attainment Spreadsheet Application 4,6
Week 3	Spreadsheets Applications 16	Create new formulas to analyze data	Skill Attainment Spreadsheet Application 3,4,5
Week 4	Spreadsheets Applications 18	Retrieve a spreadsheet template and customize	Skill Attainment Spreadsheet Application 6



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Week 5	Spreadsheets Applications 9	Create and format a variety of graphs and charts based on data entered into spreadsheets	Skill Attainment Spreadsheet Application 4,5,6
Week 6		(Project) Create a spreadsheet program that tabulates/calculates data "Stock Market Project"	Skill Attainment Spreadsheet Application 1,3,4,6,9
Week 7		(Project) Create a spreadsheet program that tabulates/calculates data "Stock Market Project"	Skill Attainment Spreadsheet Application 1,3,4,6,9
Week 8	Database Applications 19-21	Interpret the structure of existing database Create, modify, and perform basic queries	Skill Attainment Spreadsheet Application 3
Week 9	Presentation Software 22	Introduce Microsoft Powerpoint Design, create and deliver an oral presentation for audience on a specified topic	Skill Attainment Presentation Software 4,6,7
End of Quarter			