

<b>SENECA HIGH SCHOOL STEP</b>	<b>CURRICULUM MAP</b>	<b>BUSINESS/COMPUTER EDUCATION</b>
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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS
Intro to Technology	<p>*How would you use technology in different career pathways?</p> <p>*How will Blackboard benefit you in high school?</p> <p>*What importance will keyboarding play as a role in your future?</p> <p>*What types of hardware, software, and communications could you use at home, school, or work?</p>	<p>*Introduction to Technology</p> <p>*Introduction to Blackboard</p> <p>*Keyboarding Technique</p> <p>*Professional Emails</p>	<p>*Differentiate among different devices and their purposes</p> <p>*Compare and contrast the different input and output devices</p> <p>*Discuss how society uses technology in the different industries</p> <p>*Demonstrate how to use Blackboard</p> <p>*Demonstrate the correct keyboarding technique</p> <p>*Increase speed and decrease errors in timed writings</p> <p>*Compose a professional email</p>

FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY
<p>* End of unit homework assignments (mc, tf, sa)</p> <p>*Email assignment</p> <p>*Timed writing assessment</p> <p>*Technique assessment</p> <p>*Proper Keyboarding Technique and Professional Email Quiz</p>	<p>*Introduction to Technology Unit Test</p>	<p>*Program</p> <p>*Network</p> <p>*Computers</p> <p>*Storage Media</p> <p>*Technology addiction</p> <p>*Green computing</p> <p>*Server</p> <p>*Operating system</p> <p>*Digital Literacy</p> <p>*Smart phone</p> <p>*Input device</p> <p>*Output device</p> <p>*cloud storage</p> <p>*Malware</p>	<p>*Data</p> <p>*Information</p> <p>*Backup</p> <p>*Web browser</p> <p>*Hotspot</p> <p>*User</p> <p>*Touchpad</p> <p>*Display</p> <p>*Web page</p> <p>*Password</p> <p>*Internet</p> <p>*Search engine</p> <p>*Software</p> <p>*email</p>

<b>STANDARDS</b>	<b>CCSELA</b>	<b>CCSSM</b>	<b>NBEA</b>
	Reading in the Science and Technical Subjects 9-10.2, 3, 4		I. XVIII. IV.

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Unit	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS		
Microsoft Word	* How is this digital tool able to improve collaboration and communication?	*Creating, Formatting, and Editing a Word Document with a Picture  *Creating a Research Paper with Source  *Blackboard  *Proofreading marks  *Creating a Business Letters with a table  *Keyboarding Technique	*Create, format, and edit documents *Proofread, correct, and revise documents  *Create MLA styled research papers  *Collaborate with groups using Blackboard *Create a discussion thread  *Apply proofreading marks to a partner's research paper  *Create business letters with letterhead *Create and integrate tables in Word  *Demonstrate the correct keyboarding technique *Increase speed and decrease errors in timed writings		
FORMATIVE ASSESSMENT		SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY	
* End of chapter homework assignments (mc, tf, sa) *Flyer projects *Drawing in Word project *Research papers in MLA *Proofreading marks practice assignment *Business letter assignments *Timed writing assessment *Technique grade		*Shortcut Key quiz *Proofreading Marks quiz *Business Letter Test *Unit Test	*formatting marks *Ignore all *View tab *wordwrap *bold *sizing handles *rotating handles *first line indent *line spacing *header *office clipboard	*headline *character *font *color scheme *style *theme *research paper *works cited *field *endnote *footnote *thesaurus	

		<ul style="list-style-type: none"> <li>*note reference mark</li> <li>*paragraph spacing</li> <li>*building blocks</li> <li>*drawing object</li> <li>*autoformat</li> <li>*autocomplete</li> </ul>	<ul style="list-style-type: none"> <li>*cell</li> <li>*hyperlink</li> <li>*table</li> <li>*clipart</li> </ul>
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<b>STANDARDS</b>	<b>CCSELA</b>	<b>CCSSM</b>	<b>NBEA</b>
	Reading in the Science and Technical Subjects 9-10.3, 4, and 5		VIII. Information Retrieval and Synthesis

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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS		
<b>Microsoft Excel</b>	<p>*What are some of the techniques used to enhance and ease your ability to create worksheets and charts?</p> <p>*How can becoming a successful Excel user make me more successful?</p>	<p>*Creating worksheets and charts</p> <p>* Formulas, Functions, and Formatting</p> <p>*Blackboard</p> <p>*Keyboarding Technique</p>	<p>*Create and format worksheets</p> <p>*Perform auto calculations</p> <p>*Create and format charts</p> <p>*Apply formulas, functions, and conditional formatting to cells</p> <p>*Create journals in Blackboard</p> <p>*Demonstrate the correct keyboarding technique</p> <p>*Increase speed and decrease errors in timed writings</p>		
FORMATIVE ASSESSMENT		SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY	
<p>* End of chapter homework assignments (mc, tf, sa)</p> <p>*Excel projects</p> <p>*Timed writing assessment</p> <p>*Technique assessment</p>		<p>*Unit Test</p> <p>*M&amp;M capstone project</p>	<p>*Range</p> <p>*SUM function</p> <p>*chart sheet</p> <p>*category names</p> <p>*data series</p> <p>*function</p> <p>*formula</p> <p>*MAX function</p> <p>*MIN function</p> <p>*pixel</p> <p>*worksheet</p> <p>*workbook</p> <p>*AVERAGE function</p>	<p>*Text</p> <p>*font</p> <p>*font color</p> <p>*font style</p> <p>*font size</p> <p>*bold</p> <p>*order of operations</p> <p>*columns</p> <p>*rows</p> <p>*cells</p>	

<b>STANDARDS</b>	<b>CCSELA</b>	<b>CCSSM</b>	<b>NBEA</b>
	Reading in the Science and Technical Subjects 9-10.3, 4, 6		I. IV. VIII.

SENECA HIGH SCHOOL		CURRICULUM MAP		BUSINESS/COMPUTER EDUCATION	
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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS		
Study Skills	*What skills, when acquired, help us to become more successful?  *What skills are areas of strength and what areas can I improve upon?	*What are you doing now?  *Organization  *Time Management  *Planning and Prioritizing  *Communication	*Analyze the different executive functions.  *Demonstrate organizational skills in the classroom  *Explain the importance of effective time management  *Explain how the use of agenda books and other planning tools can help prioritize  *Describe the importance of effective communication		
FORMATIVE ASSESSMENT		SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY	
* Study Skills Survey *Journalize survey findings *Planning and Prioritizing action plan *Communicating with teachers activity		*Unit Test	*study skills *task completion *self-awareness	*organization *time management *stress *memory *planning *learning styles *communication *prioritizing *procrastination	
STANDARDS	CCSSELA	CCSSM	NBEA		
	Reading in the Science and Technical Subjects 9-10. 1, 2				

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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS		
Google Drive	*What are the advantages/disadvantages as well as the similarities/differences of using Google Drive vs Microsoft?  *When may you use Google Drive in your future schooling and/or career?	* Getting started * Google Docs * Google Sheets * Google Slides	*Create, save, and share documents, sheets, and slides *Open, import, and export docs, sheets, and slides *Format and edit letters and reports, sheets, & slides *Format text and font effects *Create lists and tables *Create charts, formulas, and functions with Sheets *Sort data *Collaborate with other students		
FORMATIVE ASSESSMENT		SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY	
*Google Docs Assignments *Google Sheets Assignments *Google Slides Assignments		*Final project collaborating with another student (Fast Food Fun-- Using all programs) *Google Drive Unit Test	*Google Drive *Google Docs *Google Sheets *Google Slides	*Collaborate *Import *Export	

STANDARDS	CCSELA	CCSSM	NBEA
	Reading in the Science and Technical Subjects 9-10. 1, 2		I. Impact on Society IV. Input Technologies VIII. Information Retrieval and Synthesis XVII. Information Technology and Business Functions

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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS
Bullying	*What is bullying and how can we deal with it as a school in a positive, healthy way?	*Different types of bullying *people involved in bullying *Preventing bullying	*Explain the different types of bullying *Investigate different schools bully policy *Create a plan to prevent bullying

FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY
*Bully survey *Bully Journal on Blackboard *Team Bully PowerPoint *Bully scenarios	*Bully Test	*bystander *victim *bully *cyberbullying *Reactive Bully *Relational Bully *Cyber Bully *Physical Bully *Verbal Bully	*abusive *plan *policy *prevention

STANDARDS	CCSELA	CCSSM	NBEA
	Reading in the Science and Technical Subjects 9-10. 1, 2		

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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS
Careers	*How can I prepare myself to follow my career choice?	*Skills and personality assessments  *Career Exploration  *Job Applications, Resumes, Interviews	*Analyze assessments to match careers  *Research different career choices  *Create resumes and cover letters for future careers  *Describe the importance of career planning

FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY
* Career Matchmaker and Skills assessment *Create a journal of your career choice *Career Cruising worksheets *Mock Interviews	*Final project on top career choice	*job application *resume *interviews *job *career *career planning	*Wages *skills *personality *lifestyle *values

STANDARDS	CCSSELA	CCSSM	NBEA
	Reading in the Science and Technical Subjects 9-10. 1, 2		

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UNIT	ESSENTIAL QUESTION	CONTENT	LEARNING TARGETS		
Colleges	*What do I need to do in high school to get admitted into the college/university of my choice?	*Colleges *Universities *Technical/Trade Schools	*Compare and contrast colleges and university information *Research different colleges/universities *Create a presentation on future college/university *Describe the importance of college planning *Compare and contrast the different degrees		
FORMATIVE ASSESSMENT		SUMMATIVE ASSESSMENT	CONTENT VOCABULARY	ACADEMIC VOCABULARY	
*College Research Assignment *Journalize college research *Career Cruising worksheet		*Final project on future college	*college *university *trade school *tuition *major *minor *Associates Degree *Bachelors Degree *Masters Degree *Doctorate Degree	*admissions *degree	

STANDARDS	CCSSELA	CCSSM	NBEA
	Reading in the Science and Technical Subjects 9-10. 1, 2		