


Ganado Unified School District

Computer Applications/Business

PACING Guide SY 2014-2015

Timeline & Resources	AZ College and Career Readiness Standard	Essential Question	Learning Goal	Vocabulary Content/Academic
Week 1	9-10. RST. 1 Cite Specific textual evident to support analysis of science and technical text, attending to the precise details of explanation and descriptions	What are some examples of hardware? What are some examples of software?	I will write a biography and learn the elements of a personal Computer.	PO3 Predict how one system operates by comparing it to multiple systems, digital models and simulations. Keyboard Mouse CPU In-Put Device Out-Put Device Storage Bits Hardware Software
Week 2	9-10 RST.1 Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions	What is your goal in this class?	I will manage Word Processing Functions by creating a schedule memo, meeting notes, meeting outline and flyer	PO 1. Analyze, evaluate, and synthesize information to generate new ideas, processes, and products. Button Command Dialog Box Folder Ribbon Screen Tip Scroll Bar Status Bar Title Bar
Week 3	9-10.RST.2 Determine the central ideas or conclusions of text;	What are some of the first things you notice when	I will work with templates, set margins, set and change	PO2. Use digital collaborative tools to synthesize information, produce

	summarize complex concepts, processes, or information presented in a text by paraphrasing them in simpler but still accurate terms.	reading a new document?	tab stops, modify font size, style and color, Align paragraphs, create numbered and bulleted lists and create an outline	works, and express ideas. Building Blocks Business Letter Clipboard Quick Part Symbol Thesaurus
Week 4	9-10.RST.3 Follow precisely a complex multistep procedure when carrying out experiment's, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text	What are some of the reasons business send letters?	I will create a business letter, use the Thesaurus and research tool, check spelling and grammar, find and replace text and customize AutoCorrect	PO 2. Communicate information and ideas respectfully and effectively to multiple audiences using a variety of digital environments. Autocorrect Building Blocks Business Letter Clipboard Quick Part Symbol Thesaurus
Week 5	9-10.RST.2 Determine the central ideas or conclusions of a text; trace the texts explanation or depiction of a complex process, phenomenon or concept; provide accurate summary of the text.	What are the main components of a research report you have written recently?	I will format an academic report by inserting page numbers, create headers and footers, create a table of contents and use word count.	PO 5. Apply ethical use of information and media by respecting the principles of copyrights, intellectual freedom and property rights, using information and media technology responsibly, and citing resources appropriately. Bibliography Endnote Footer Header Page Break Report Section Break Table of Contents Word Count
Week 6	9-10.RST.3 Follow precisely a complex multistep procedure when carrying out experiments, taking	When choosing Graphic Elements what is one thing that really makes your work	I will create and format columns, insert and modify a table and a chart, insert	PO 2. Compose a multiple section document that applies the most appropriate media and advanced

	measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.	stand out? 	and manipulate Clip Art, SmartArt and WordArt, work with text box, insert, position, and modify a shape	formatting. Cell Chart Clip Art Column Column Break Diagram Graphic Newsletter Shape Sizing Handles SmartArt Table
Week 7	9-10. RST3 Determine the central ideas or conclusions of a text; trace the texts explanation or depiction of a complex process, phenomenon or concept; provide an accurate summary.	When you hear the word advertisement what advertisement do you think makes you recall that advertisement?	I will design an advertisement for a product using the computer skills I have learned to Advertise a product.	PO 1. Analyze, evaluate and synthesize information to generate new ideas, processes and products. Product Advertisement Audience Graphics Clipart Marketing
Week 8	9-12.RST.3 Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.	What are ways you have collaborated, or worked together, and get projects done?	I will learn to insert hyperlinks, send documents for review, use track changes, compare and merge documents, create and preview a web page, perform a mail merge, create printing labels, and convert documents to different formats.	PO1. Collaborate with peers, experts, or others in the global community employing a variety of digital tools to share findings and/or publish in a variety of ways. PO2. Communicate information and ideas respectfully and effectively to multiple audiences using a variety of digital environments. Attachment Data Source Hyperlink HTML Mail Merge Track Changes Web Browser

				Web Page Contribute Enable Vary
Week 9 – Unit Review & Test	See Above	Summarize what you have learned in this Unit	I will review and edit a document, write a business letter and create a newsletter	See above – Week 1 – 8.
Week 10	9-10.RST.4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in specific technical context.	What are some records you could use for Excel? What about businesses?	I will identify parts of an Excel screen, insert and edit cells and content, and calculate and sum.	PO1. Summarize the relationship amongst interdependent elements of a digital model or simulation. Cell Cell Reference Formula Formula bar Sheet Tab Spreadsheet Workbook Worksheet
Week 11	9-10.RST.7. Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually.	Do you believe that a budget would help you better manage your money?	I will enter, edit, clear, find, and replace cell content. Use AutoSum, AVERAGE, MIN, AND MAX functions.	PO2. Use digital collaborative tools to synthesize information, produce original works and express ideas. Autosum AVERAGE MAX MIN Budget Cell content Function
Week 12	9-10.RST.10. read and comprehend technical texts independently and proficiently.	What are ways you could use financial data in Excel to keep records for your achievements for the remaining of the school year?	I will convert text to columns, apply cell and table styles, hide and unhide rows and columns.	PO2. Use digital collaborative tools to synthesize information, produce original works, and express ideas. Border Cell style Graphical list Table style

				Vertical Alignment
Week 13	9-10. RST.2 Write information/explanatory texts, including the narration of technical processes.	How are charts used to visually understand data?	I will filter and sort data, write, edit, and use formulas, use absolute, relative, and mixed reference, create, modify, and position diagrams	PO3. Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings
Week 14	9-10. WHST.2 Write information/explanatory texts, including the narration of technical processes	Describe why a full page of data and text may be difficult for viewers to understand.	I will use a template, organize worksheets, save and preview worksheets as webpages, set up pages for printing.	PO2. Communicate information and ideas respectfully and effectively to multiple audiences using a variety of digital environments.
Week 15	Unit Review & Test	See Above	Summarize what you have learned in this Unit by compiling data in an Excel Worksheet	See above week 10 – 14. PO3. Evaluate information identifying facts, opinions, bias, inaccurate and misleading information by analyzing multiple sources. Compile finding into Excel worksheet.
Week 16	9-10.RST7. Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually.	In what ways have you witnessed Cyber-bullying	I will define cyber-bullying and learn it effects and how to report and recognize. I will also learn actions that should be taken.	PO 2. Describe strategies to deal with cyber-bullying situations. PO 4. Demonstrate safe online communication practices regarding personal information. PO 6. Advocate and exhibit legal and ethical behavior when using technology.
Week 17	9-10.RST.2 Determine the central ideas or conclusions of a text; trace the texts explanation or depiction of a complex process, phenomenon or concept; provide accurate summary of the text.	Describe a presentation that you have seen. Consider questions. What was the subject? Who was the audience? Was the presentation interesting? What part of the presentation helped you learn about its subject matter?	I will understand the principals of creating a good presentation, Explore different views when working with slides, consider how to organize different information on a slide, and set up and organize a presentation.	PO 2. Communicate information and ideas respectfully and effectively to multiple audiences using a variety of digital environments. Chart Clip Art Comment Contextual Tab Demote Diagram Table

				Theme Thesaurus WordArt
Week 18 Format Content Semester Exam- Challenge Yourself Project	9-10.RST.2 Determine the central ideas or conclusions of a text; trace the texts explanation or depiction of a complex process, phenomenon or concept; provide accurate summary of the text.	Analyze how graphics and formatting impact a magazine advertisement. How would a PowerPoint presentation for the same product differ from the ad? Would you use more or fewer graphics in text?	PO 2. Communicate information and ideas respectfully and effectively to multiple audiences using a variety of digital environments.	PO 5. Apply ethical use of information and media by respecting the principles of copyrights, intellectual freedom and property rights, using information and media technology responsibly, and citing resources appropriately. Animation Scheme Color Scheme Footer Header Gradient Slide Master