

STOUGHTON PUBLIC SCHOOLS CURRICULUM(1)

SUBJECT: FIRST CLASS, GOOGLE DOCS		COURSE: DIGITAL FOUNDATIONS	GRADE LEVELS: 9-10	
UNIT / THEME: COMMUNICATION & COLLABORATION		TIME REQUIRED: ONE WEEK	FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER	
INTRODUCTION / OVERARCHING OBJECTIVES: To introduce students to First Class, Google Docs, and the fundamentals of Netiquette/Internet Safety.				
ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.
How do you utilize First Class as a communication tool?	First Class is utilized as a primary communication tool in order to collaborate with their peers and instructors.	The importance of using First Class as a communication tool inside and outside the classroom.	Log into First Class, organize their files utilizing folders, receive and send emails locally.	Office Technology Business and Consumer Services Cluster 2.F.01-2.F.02 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04
How do you utilize Google Docs as a communication tool?	Google Docs is utilized as a primary communication tool in order to collaborate with their peers and instructors.	The importance of using Google Docs as a communication tool inside and outside the classroom.	Log into Google Docs, organize their files utilizing folders, receive and send emails locally.	Office Technology Business and Consumer Services Cluster 2.F.01-2.F.02 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04
What is Netiquette and how do you apply it to the workplace?	Netiquette is utilized as a code of conduct in today's workplace when communicating online.	The importance of following work place etiquette and protocol will help them succeed in the workplace.	Conduct themselves in a respectable, professional manner when communicating with others online.	Office Technology Business and Consumer Services Cluster 2.F.01-2.F.02 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04
What is Cyber bullying, and how can you identify and prevent it?	Cyber bullying occurs when they bully each other through electronic technology.	Why cyber bullying is different from traditional bullying, what they can do to prevent it, and how they can report it when it happens.	Conduct themselves in a respectable, professional manner when communicating with others online.	Office Technology Business and Consumer Services Cluster 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04

<p>CEPA (COMMON EMBEDDED ASSESSMENT):</p> <ul style="list-style-type: none"> ☐☐STUDENTS WILL CREATE A DOCUMENT AND ATTACH IT TO AN EMAIL SENT VIA FIRST CLASS AND GOOGLE DOCS ☐☐STUDENTS WILL ORGANIZE THEIR WORKSPACE FOR EACH CLASS INTO SEPARATE FOLDERS. ☐☐STUDENTS WILL UPLOAD A DOCUMENT TO THEIR FILE STORAGE ☐☐STUDENTS WILL CREATE CALENDAR OF EVENTS USING MOBILE DEVICES. ☐☐STUDENT REFLECTIVE WRITING ASSIGNMENT ON NETIQUETTE. ☐☐INTERNET SAFETY POSTER ASSESSMENT 	<p>RESOURCES:</p> <ul style="list-style-type: none"> ☐☐FIRST CLASS ☐☐GOOGLE DOCS ☐☐MOBILE DEVICES ☐☐NETIQUETTE WEBSITES: EDUCATION.COM ☐☐CYBER BULLYING WEBSITE HTTP://WWW.STOPBULLYING.GOV/CYBERBULLYING/ ☐☐TEACHER WEBSITES: COURSE OBJECTIVE/EXPECTATIONS/SYLLABUS
<p>REQUIRED ACTIVITIES AND ASSESSMENTS</p> <ul style="list-style-type: none"> ☐☐Self-Introduction: Students will write a personal introduction and email to the teacher via first class. Students will then upload the letter and share with their classmates in google.docs 	<p>SUGGESTED TECHNOLOGY</p> <ul style="list-style-type: none"> ☐☐FIRST CLASS ☐☐GOOGLE DOCS ☐☐MOBILE DEVICES ☐☐NETIQUETTE WEBSITES: EDUCATION.COM

STOUGHTON PUBLIC SCHOOLS CURRICULUM(2)

SUBJECT: DIGITAL PORTFOLIOS	COURSE: DIGITAL FOUNDATIONS	GRADE LEVELS: 9-10
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UNIT / THEME: DEVELOPING AN DIGITAL PORTFOLIO	TIME REQUIRED: TWO WEEKS (NOTE:ONGOING)	FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER
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INTRODUCTION / OVERARCHING OBJECTIVES:
To teach students how to create, develop and edit a digital portfolio.

ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.
What is a Digital Portfolio? What is the purpose of a Digital Portfolio?	The purpose and advantages of using a Digital Portfolio.	How to determine the purpose of their own portfolio.	☐☐Prioritize the main reasons they are creating a Digital Portfolio.	Office Technology Business and Consumer Services Cluster 2.G.02 4.A.01 – 4.A.03 6.A.03 College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6
What information is important to include in your Digital Portfolio?	Having a snapshot of school work that demonstrates their achievement during their high school years.	How to collect and categorize their strengths and abilities into their Digital Portfolio.	☐☐Include a self-image/photo ☐☐Personal statement ☐☐Goals/aspirations ☐☐Writing samples ☐☐Visual samples ☐☐Resume/Cover Letter ☐☐Personal hobbies/interests ☐☐Community and civic involvement ☐☐Extracurricular clubs and activities ☐☐Write narratives for projects.	Office Technology Business and Consumer Services Cluster 2.G.02 4.A.01 – 4.A.03 6.A.03 College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6

<p>What information is important to include in a resume?</p>	<p>By creating a resume they will have a snapshot of work that demonstrates their achievements during high school years.</p>	<p>How to write a resume that organizes and categorizes their skillsets into the final document.</p>	<p>Include a resume that contains their:</p> <ul style="list-style-type: none"> ☐☐Personal statement ☐☐Goals/aspirations ☐☐Employment history ☐☐Personal hobbies/interests ☐☐Community and civic involvement ☐☐Extracurricular clubs and activities ☐☐Skills & Competencies 	<p>Office Technology Business and Consumer Services Cluster 4.A.01 – 4.A.03 6.A.03</p> <p>College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6</p>
<p>What information is important to include in a cover letter?</p>	<p>By creating a cover letter, they will have a document that reflects how their skillsets match the job/ position.</p>	<p>How to write a cover letter that organizes and categorizes their skillsets as applicable to the job/ position.</p>	<p>Include a cover letter that contains:</p> <ul style="list-style-type: none"> ☐☐How their skillsets would benefit the company as applicable to the job/ position. 	<p>Office Technology Business and Consumer Services Cluster 4.A.01 – 4.A.03</p> <p>College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6</p>
<p>How do you create a Digital Portfolio?</p>	<p>By creating a Digital Portfolio, they will have a 21st century snapshot that is readily available to view by future employers and/or colleges.</p>	<p>The importance of collecting and maintaining their Digital Portfolio as life-long learners.</p>	<ul style="list-style-type: none"> ☐☐Create a digital portfolio using a web tool. ☐☐Upload files, images and video. ☐☐Organize courses and highlights of their high school career ☐☐Resume 	<p>Office Technology Business and Consumer Services Cluster 2.G.02 4.A.01 – 4.A.03 6.A.03</p> <p>College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6</p>

<p>CEPA (COMMON EMBEDDED ASSESSMENT):</p> <ul style="list-style-type: none"> □□PEER TO PEER FORMATIVE ASSESSMENT □□SELF-REFLECTION OF THE PROJECT □□PRESENTATION OF WEBSITE □□UPLOAD THE FINAL PROJECT REPRESENTING THE BEST OF THEIR WORK IN WORD, POWERPOINT, EXCEL & ACCESS. 	<p>RESOURCES:</p> <ul style="list-style-type: none"> □□WEEBLY HELP FORUM □□STUDENT Digital Portfolio WORKSHEET
<p>REQUIRED ACTIVITIES AND ASSESSMENTS</p> <ul style="list-style-type: none"> □□Students will collect upload documents demonstrating competencies in the Microsoft Office Suite using the Essential book (Word, PowerPoint, Excel and Access). 	<p>SUGGESTED TECHNOLOGY</p> <ul style="list-style-type: none"> □□Weebly □□FIRST CLASS □□GOOGLE DOCS

STOUGHTON PUBLIC SCHOOLS CURRICULUM (3)

SUBJECT: DIGITAL ETHICS		COURSE: DIGITAL FOUNDATIONS		GRADE LEVELS: 9-10	
UNIT / THEME: ETHICAL AND LEGAL ISSUES		TIME REQUIRED: ONE WEEK		FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER	
INTRODUCTION / OVERARCHING OBJECTIVES: To introduce students to ethical and legal issues involved in the digital world.					
ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.	
What is intellectual copyright, and how does it apply to digital media?	Copyright does not prevent others from using the owner’s work, but instead requires users to obtain permission from the original owner.	<p>The purpose of copyright in media.</p> <p>The media formats that copyright applies to; video, music, sound recordings and literary works.</p> <p>How to obtain permission to use work that is copyright protected. Protocols against illegal file sharing.</p>	<p>Create presentations and videos concerning key concepts involving copyright law.</p> <p>Write essay responses concerning concepts involved in copyright law for media.</p>	<p>Office Technology Business and Consumer Services Cluster 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04</p> <p>College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6</p>	
How do I avoid Plagiarism?	They can use excerpts from another person’s work provided they give proper credit or documentation.	That Fair Use is generally limited to educational copying and is very limited in the commercial or business world.	Make informed ethical/legal decisions when creating digital media content. E.G., creating presentations, images, videos and songs.	<p>Office Technology Business and Consumer Services Cluster 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04</p> <p>College and Career Readiness Anchor Standards for Writing Text Types and Purposes #2, #3 Production and Distribution of Writing #4, #6</p>	

<p>How do I make Ethical Decisions?</p>	<p>When making an ethical decision, they must think about what harm they are doing to others.</p>	<p>That they must ask themselves: <input type="checkbox"/> <input type="checkbox"/> Does my action hurt someone? <input type="checkbox"/> <input type="checkbox"/> Does my action act as a form of stealing? <input type="checkbox"/> <input type="checkbox"/> Does my sharing prevent someone from earning a living? <input type="checkbox"/> <input type="checkbox"/> Does my action encourage another person to hurt someone else?</p>	<p>Make informed ethical/legal decisions when working on classroom assignments.</p>	<p>Office Technology Business and Consumer Services Cluster 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04</p>
<p>What is Social Media and how does it impact your digital footprint?</p>	<p>The advantages and disadvantages of using social media and how to use it effectively.</p>	<p>That their conversations and media will forever live as part of their online footprint.</p>	<p><input type="checkbox"/> Make informed decisions when working with social media. <input type="checkbox"/> Understanding netiquette.</p>	<p>Office Technology Business and Consumer Services Cluster 4.B.01-4.B.02 4.C.01-4.C.06 6.A.01-6.A.04</p>
<p>CEPA (COMMON EMBEDDED ASSESSMENT): <input type="checkbox"/> <input type="checkbox"/> DIGITAL ETHICS POSTERBOARD USING GLOGSTER <input type="checkbox"/> <input type="checkbox"/> RESEARCH AND SUMMARIZE A COPYRIGHT CASE.</p>		<p>RESOURCES: <input type="checkbox"/> <input type="checkbox"/> PLAGIARISM.ORG <input type="checkbox"/> <input type="checkbox"/> DIGITAL ETHICS.ORG <input type="checkbox"/> <input type="checkbox"/> GLOGSTER</p>		
<p>REQUIRED ACTIVITIES AND ASSESSMENTS <input type="checkbox"/> <input type="checkbox"/> Visit education world and briefly summarize a topic from the following web link: http://www.educationworld.com/a_tech/responsible-student-technology-use.shtml</p>		<p>SUGGESTED TECHNOLOGY <input type="checkbox"/> <input type="checkbox"/> MS Office 2010 (Word & PowerPoint) <input type="checkbox"/> <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> <input type="checkbox"/> GOOGLE DOCS</p>		

STOUGHTON PUBLIC SCHOOLS CURRICULUM (4A)

SUBJECT: MS OFFICE	COURSE: DIGITAL FOUNDATIONS	GRADE LEVELS: 9-10
UNIT / THEME: WORD	TIME REQUIRED: ONE WEEK	FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER

INTRODUCTION / OVERARCHING OBJECTIVES:

To introduce students to the features and functions in Microsoft Word, students will create and edit professional documents in this application.

ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.
How do you create documents utilizing MS Word 2010?	MS Word is utilized as a tool to create and save documents.	The importance of word processing software and the functions of Word 2010.	<ul style="list-style-type: none"> ● Understand word processing software ● Explore the Word program window ● Start a document ● Save a document ● Select text ● Format text using the Mini toolbar ● Create a document using a template ● View and navigate a document 	Office Technology Business and Consumer Services Cluster 2.J.01-2.J.03
How do you edit documents utilizing MS Word 2010?	MS Word is utilized as a tool to edit documents.	Formatting and perfecting documents using the tools available in Word 2010.	<ul style="list-style-type: none"> ● Cut and paste text ● Copy and paste text ● Use the Office Clipboard ● Find and replace text ● Check spelling and grammar ● Research information ● Add hyperlinks ● Work with document properties 	Office Technology Business and Consumer Services Cluster 2.J.01-2.J.03

<p>How do you format text and paragraphs utilizing MS Word 2010?</p>	<p>MS Word is utilized as a tool to format text and paragraphs in Word documents.</p>	<p>The importance of enhancing the document's visual and structural impact.</p>	<ul style="list-style-type: none"> ● Format with fonts ● Copy formats using the Format Painter ● Change line and paragraph spacing ● Align paragraphs ● Work with tabs ● Work with indents ● Add bullets and numbering ● Add borders and shading ● Insert clip art 	<p>Office Technology Business and Consumer Services Cluster 2.J.01-2.J.03</p>
<p>How do you format documents utilizing MS Word 2010?</p>	<p>MS Word is utilized as a tool to format a Word document.</p>	<p>Page formatting features to layout and design professional documents.</p>	<ul style="list-style-type: none"> ● Set document margins ● Create sections and columns ● Insert page breaks ● Insert page numbers ● Add headers and footers ● Insert a table ● Add footnotes and endnotes ● Insert citations ● Manage sources and create a bibliography 	<p>Office Technology Business and Consumer Services Cluster 2.J.01-2.J.03</p>
<p>CEPA (COMMON EMBEDDED ASSESSMENT): APPLY YOUR KNOWLEDGE (WORD)- □□WD54 (MODIFYING TEXT & FORMATTING A DOCUMENT)</p>			<p>RESOURCES: □□MICROSOFT OFFICE 2010 (ESSENTIAL)</p>	
<p>REQUIRED ACTIVITIES AND ASSESSMENTS □□Chapter exercise</p>			<p>SUGGESTED TECHNOLOGY □□Microsoft Office 2010 (Word) □□FIRST CLASS □□GOOGLE DOCS</p>	

STOUGHTON PUBLIC SCHOOLS CURRICULUM (4B)

SUBJECT: MS OFFICE	COURSE: DIGITAL FOUNDATIONS	GRADE LEVELS: 9-10
UNIT / THEME: POWERPOINT	TIME REQUIRED: TWO WEEKS	FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER

INTRODUCTION / OVERARCHING OBJECTIVES:
To introduce students to the features and functions in Microsoft PowerPoint, students will create and edit professional documents in this application.

ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.
How do you create a Presentation in PowerPoint 2010?	PowerPoint is a powerful computer software program that enables you to create visually dynamic presentations.	The importance of PowerPoint software and the functions of PowerPoint 2010.	<ul style="list-style-type: none"> □□ Define presentation software □□ Plan an effective presentation □□ Examine the PowerPoint window □□ Enter slide text □□ Add a new slide □□ Apply a design theme □□ Compare presentation views □□ Print a PowerPoint presentation 	Office Technology Business and Consumer Services Cluster 2.K.01– 2.K.03
How do you modify a presentation?	Powerpoint is used to create professional-looking presentations by formatting text and working with drawn objects.	How to format and perfect presentations using the tools available in PowerPoint 2010.	<ul style="list-style-type: none"> □□ Enter text in the Outline tab □□ Format text □□ Convert text to SmartArt □□ Insert and modify shapes □□ Edit and duplicate shapes □□ Align and group objects □□ Add slide headers and footers □□ Use proofing and language tools 	Office Technology Business and Consumer Services Cluster 2.K.01– 2.K.03

<p>How do you insert objects into a presentation?</p>	<p>A good presenter will make use of visual elements, such as charts, graphics and photographs, in conjunction with text to help communicate the presentation message.</p>	<p>How to add visual elements to enhance their presentation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Insert text from Microsoft Word <input type="checkbox"/> <input type="checkbox"/> Insert clip art <input type="checkbox"/> <input type="checkbox"/> Insert and style a picture <input type="checkbox"/> <input type="checkbox"/> Insert a text box <input type="checkbox"/> <input type="checkbox"/> Insert a chart <input type="checkbox"/> <input type="checkbox"/> Enter and edit chart data <input type="checkbox"/> <input type="checkbox"/> Insert a table <input type="checkbox"/> <input type="checkbox"/> Insert and format WordArt 	<p>Office Technology Business and Consumer Services Cluster 2.K.01– 2.K.03</p>
<p>Finishing a Presentation</p>	<p>Achieving a consistent look by customizing their presentations for their target audience.</p>	<p>How to create a consistent, professional-looking theme enhanced with animations and transitions.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Modify masters <input type="checkbox"/> <input type="checkbox"/> Customize the background and theme <input type="checkbox"/> <input type="checkbox"/> Use slide show commands <input type="checkbox"/> <input type="checkbox"/> Set slide transitions and timings <input type="checkbox"/> <input type="checkbox"/> Animate objects <input type="checkbox"/> <input type="checkbox"/> Inspect a presentation <input type="checkbox"/> <input type="checkbox"/> Evaluate a presentation <input type="checkbox"/> <input type="checkbox"/> Create a template 	<p>Office Technology Business and Consumer Services Cluster 2.K.01– 2.K.03</p>
<p>CEPA (COMMON EMBEDDED ASSESSMENT): APPLY YOUR KNOWLEDGE (POWERPOINT)- <input type="checkbox"/> <input type="checkbox"/> PPT 55 (MODIFYING CHARACTER FORMATS AND PARAGRAPH LEVELS & MOVING A CLIP)</p>		<p>RESOURCES: <input type="checkbox"/> <input type="checkbox"/> MICROSOFT OFFICE 2010 (ESSENTIAL)</p>		
<p>REQUIRED ACTIVITIES AND ASSESSMENTS <input type="checkbox"/> <input type="checkbox"/> Chapter exercise</p>		<p>SUGGESTED TECHNOLOGY <input type="checkbox"/> <input type="checkbox"/> Microsoft Office 2010 <input type="checkbox"/> <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> <input type="checkbox"/> GOOGLE DOCS</p>		

STOUGHTON PUBLIC SCHOOLS CURRICULUM (4C)

SUBJECT: MS OFFICE	COURSE: DIGITAL FOUNDATIONS	GRADE LEVELS: 9-10
UNIT / THEME: EXCEL	TIME REQUIRED: ONE WEEK	FREQUENCY: 6 DAYS/CYCLE FOR ONE SEMESTER

INTRODUCTION / OVERARCHING OBJECTIVES:
To introduce students to the features and functions in Microsoft Excel, students will create and edit professional documents in this application.

ESSENTIAL QUESTION	UNDERSTANDING <i>Students will understand that:</i>	KNOWLEDGE <i>Students will know:</i>	SKILLS <i>Students will be able to:</i>	STD.
How do you create a spreadsheet in Excel 2010?	Spreadsheet software helps you analyze data and make business decisions.	The Excel program window and how to enter data into cells.	<ul style="list-style-type: none"> □□ Understand spreadsheet software □□ Tour the Excel 2010 window □□ Understand formulas □□ Enter labels and values and use the Sum button □□ Edit cell entries □□ Enter and edit a simple formula □□ Switch worksheet views □□ Choose print options 	Office Technology Business and Consumer Services Cluster 2.I.01 – 2.I.03
How do you work with formulas and functions?	Excel allows for the development of worksheets to include more complex formulas and functions.	How to prepare a worksheet that incorporates formulas and functions for analysis.	<ul style="list-style-type: none"> □□ Create a complex formula □□ Insert a function □□ Type a function □□ Copy and move cell entries □□ Understand relative and absolute cell references □□ Copy formulas with relative cell references □□ Copy formulas with absolute cell references □□ Round a value with a function 	Office Technology Business and Consumer Services Cluster 2.I.01 – 2.I.03

<p>How do you format a Worksheet in Excel 2010?</p>	<p>Formatting features help to make a worksheet more attractive and easier to read and will emphasis key data.</p>	<p>How to format a worksheet utilizing the formatting attributes and conditional formatting tools.</p>	<ul style="list-style-type: none"> ☐☐Format values ☐☐Change font and font size ☐☐Change font styles and alignment ☐☐Adjust column width ☐☐Insert and delete rows and columns ☐☐Apply colors, patterns, and borders ☐☐Apply conditional formatting ☐☐Rename and move a worksheet ☐☐Check spelling 	<p>Office Technology Business and Consumer Services Cluster 2.1.01 – 2.1.03</p>
<p>How do I work with Charts?</p>	<p>Worksheets provide an effective layout for calculating and organizing data to present to others.</p>	<p>How to create charts in their worksheets to display information that is easier to interpret.</p>	<ul style="list-style-type: none"> ☐☐Plan a chart ☐☐Create a chart ☐☐Move and resize a chart ☐☐Change the chart design ☐☐Change the chart layout ☐☐Format a chart ☐☐Annotate and draw on a chart ☐☐Create a pie chart 	<p>Office Technology Business and Consumer Services Cluster 2.1.01 – 2.1.03</p>
<p>CEPA (COMMON EMBEDDED ASSESSMENT): APPLY YOUR KNOWLEDGE (EXCEL)- ☐☐EX 54 (CHANGING THE VALUES IN A WORKSHEET)</p>			<p>RESOURCES: ☐☐MICROSOFT OFFICE 2010 (ESSENTIAL)</p>	
<p>REQUIRED ACTIVITIES AND ASSESSMENTS ☐☐Chapter exercise</p>			<p>SUGGESTED TECHNOLOGY ☐☐Microsoft Office 2010 ☐☐FIRST CLASS ☐☐GOOGLE DOCS</p>	

SHS Curriculum Mapping –Term

Course Curriculum: 2014-2015

Unit Number	Title of Unit	Correlation to Textbook	Timeline for Unit	Term the Unit will be taught
1	COMMUNICATION & COLLABORATION	First Class, Google Docs & Netiquette	1 weeks	Term 1-4 (Rotation)
2	DIGITAL PORTFOLIOS	Weebly	2 weeks	Term 1-4 (Rotation)
3	ETHICAL AND LEGAL ISSUES	Plagiarism.org Digital ethics.org Common Sense Media	1 weeks	Term 1-4 (Rotation)
4 (A-C)(Word, PowerPoint, & Excel)	MICROSOFT WORD, POWERPOINT & EXCEL 2010	Microsoft Office 2010, (Essential)	4 weeks	Term 1-4 (Rotation)