**Curriculum Map/Pacing Guide**

School: Hazard High School Grade Level: 9th,10th,

 11th, 12th

Subject: Digital Literacy

Big Idea : To become efficient in Microsoft, Excel and PowerPoint

The technology standards at the high school level serve as a culmination of the necessary knowledge, skills, and competencies that equip students for a successful future. This goal requires the understanding of content that helps: empower learner, create responsible digital citizens, facilitate knowledge construction, design and innovate for learning, think computationally, communicate creatively and collaborate with a global mindset.

Teacher Name: Laura Pelfrey

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| **KY Standard**  | **Content/Topic**  | **Skill/Time Period** **9 weeks**  | **Resources** **Assessments** |
| EL2 | Apply the fundamental concepts of technology operations and demonstrate the ability to choose, use and/or troubleshoot current technologies. | * *Demonstrate learning with the use of technology*
* *Apply functions and concepts of technology operations; demonstrate the ability to choose, use and troubleshoot current technologies.*
* *Transfer knowledge to emerging technology.*
 | ***Using Excel on Computers*** |
| 2.37 | Students demonstrate skills and work habits that lead to success in future schooling & work | **Sept. 3 – Sept. 19**Explain how jobs/careers reflect both individual and societal needs***Individual needs******Societal needs******Explain the importance of determining your individual******Interest and abilities when developing career goals.***  | [***KET encyclomedia***](http://www.ketencyclomedia.com)[***www.kheaa.com***](http://www.kheaa.com)***www.typingtrainer.com***[***www.gohigherky.org***](http://www.gohigherky.org)[***https://www.bls.gov/ooh/***](https://www.bls.gov/ooh/) |
| 2.385.4 1.16 | Students demonstrate skills such as interviewing, writing resumes, & completing applications that are needed to be accepted into college or other postsecondary training or to get a job.Students use a decision-making process to making process to make informed decision among options.Students use computers & other kinds of technology to collect, organize & communicate information & ideas. | ***Sept. 23- Oct. 8*** *Identify how each of the following ILP components**Can be used when planning a career:**Academic and career assessment,**4 year high school plans, interest, work experiences.* *Job shadowing**Work place visits**Mentoring**Hobbies**Career fair**Academic experience**Interest inventory** *Learning Styles Academic & career assessments*
* *Career goals*
* *Four year high school plan*
* *Interest/hobbies*
* *School and community activities*
* *Work experiences*
 | [***KET encyclomedia***](http://www.ketencyclomedia.com)[***www.kheaa.com***](http://www.kheaa.com)***www.typingtrainer.com***[***www.gohigherky.org***](http://www.gohigherky.org)[***https://www.bls.gov/ooh/***](https://www.bls.gov/ooh/)***ILP******Resume******Brochure******Mock Interview******Career PowerPoint & Presentation*** ***Quizzes throughout 9 weeks & Final Exam*** |

**Curriculum Map/Pacing Guide**

School: Hazard High School Grade Level: 9th-11th

Subject: Digital Literacy Teacher Name: K. Patrick

Students will use a computer and application software to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented.

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| **KY Standard**  | **Content/Topic** | **Skill/Time Period** | **Assessment/Resources**  |
| 1.16 | Students use computers & other kinds of technology to collect, organize & communicate information & ideas.  | Week 1 8-12-19 to 8-16-19Keyboarding (On-going for entire class – work on during extra time & on Friday) Demonstrate a level of skill in keyboarding | [www.typingtrainer.com](http://www.typingtrainer.com)  |
| OF - Demonstrate Computer SkillsOF 001 – OF 021, 026, 028-030 | District Acceptable Use Policy/ Printer use & Maintenance/usernames & passwords/safety / Outlook  | Week 2 8-19-19 to 8-23-19 Basic Computer Concepts/ and Outlook  | [www.everfi.com](http://www.everfi.com) weekly vocabulary quizzes |
| Microsoft Office Suite Microsoft WordKey documents**-**Insert a graphic in a document**-**Design a table**-**Print information**-**Scan data or graphics for document use**-**Revise existing documents**-**Access the Help function**-**Locate data**-**Develop and revise a database**-**Merge text**-**Prepare an index of the word processing directory/ subdirectory **-**Create high-quality visual aids**-**Match software to work on hand**-**Locate and use templates**-**Prepare document using spreadsheet software package**-**Create a new document**-**Design and create desktop-publishing documents**-**Create charts and graphs**-**Maintain system data integrity**-**Maintain PC operating system for use | Week 3 8-26-19 to 8-30-19 Intro to Microsoft OfficeMicrosoft Word – creating Documents/Saving/printing | Projects, class activities |
| Week 4 9-3-19 to 9-6-19 Microsoft Word – Editing, Formatting and Proofing Documents | Projects, class activities |
| Week 5 9-9-19 to 9-13-19Microsoft Word – Design, Styles & Referencing Tools | Projects, class activitiesquiz |
| Week 6 9-16-19 to 9-19-19Microsoft Word – Tables | Projects, class activitiesquiz |
|  | Week 7 9-23-19 to 9-27-19 Microsoft Word – Letters, table drills, Mail merge  | Projects, class activitiesTest  |
| OB – Utilize Software ApplicationsOB 001 -OB 003 | Microsoft Excel Produce documents integrating current word processing, database, and spreadsheet files**-**Create worksheets using spreadsheet commands, functions, and formulas**-**Understand or utilize electronic mail services | Week 8 9-30-19 to 10-4-19 Introduce Excel Spreadsheets, formulas & functions | Terms, class activities, Take notes  |

**Curriculum Map/Pacing Guide**

School: Hazard High School Grade Level: 11th-12th

Subject: MOS Teacher Name: K. Patrick

Students will have the opportunity to increase their computer skills. Advanced functions and integration of Microsoft Word, Excel, Access, Outlook and PowerPoint will be taught. Students will work toward MOS/MCAS Certification in one or more of the Microsoft areas. In addition, students will utilize Internet access to complete various projects. Prereq. Digital Literacy 060112 AND consent of instructor 1 credit Grade Level 11-12

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| **KY Standard**  | **Content/Topic** | **Skill/Time Period****1st Nine weeks** **Aug. 12 – Oct. 8 Microsoft Word****Oct. 14 – Jan 17** **Microsoft Excel** **Jan. 21 - April 13** **Microsoft PowerPoint** **April 13 – May 15****Reserved for retesting**  | **Assessment/Resources**  |
| - Demonstrate Computer SkillsOF 001 – OF 021, 026, 028-030 | -Key documents**-**Insert a graphic in a document**-**Design a table**-**Print information**-**Scan data or graphics for document use**-**Revise existing documents**-**Access the Help function**-**Locate data**-**Develop and revise a database**-**Merge text**-**Prepare an index of the word processing directory/ subdirectory **-**Create high-quality visual aids**-**Match software to work on hand**-**Locate and use templates**-**Prepare document using spreadsheet software package**-**Create a new document**-**Design and create desktop-publishing documents**-**Create charts and graphs**-**Maintain system data integrity**-**Maintain PC operating system for use-Demonstrate a working knowledge of MS Office or a similar software application-Demonstrate appropriate Internet use | * Compose and illustrate an oral report using appropriate visual aids (presentation software, etc.)
* Demonstrate advanced computer applications to create, edit, save, revise, and print word processing documents, spreadsheets and related charts, database files, reports, and presentations
* Show advanced software integration skills to create new documents through the use of word processing, spreadsheet, database, and presentation software, including graphics
* Demonstrate advanced skills to design, create, edit, save, and print desktop publishing documents, which include text, graphics, borders, shadings, watermarks, columns, and nameplates, using principles of layout and design
* Demonstrate advanced skills to utilize the mail merge feature of a software program
* Demonstrate advanced skills to apply financial and database functions to spreadsheets including formulas, data tables, sorting, and queries
* Demonstrate advanced skills using a spreadsheet program to create and work with templates, wizards, and multiple spreadsheets and workbooks
* Demonstrate advanced skills using a database program to create enhanced reports
* Demonstrate advanced skills using presentation software to include diagrams, color and graphic modifications, animation schemes, custom backgrounds, action buttons, hyperlinks, sound, video, and speaker notes
* Demonstrate advanced skills using word processing, spreadsheet, database, and presentation software to complete workgroup collaboration to include inserting and reviewing comments
 | GMetrix practice testsConsole 8  Microsoft Office 2019 ProjectsClass Activities Timed practice testsMOS certified test in WORD, EXCEL and POWERPOINT  |
| OB – Utilize Software ApplicationsOB 001 -OB 003 | Produce documents integrating current word processing, database, and spreadsheet files**-**Create worksheets using spreadsheet commands, functions, and formulas**-**Understand or utilize electronic mail services |  |  |

**Curriculum Map/Pacing Guide**

School: Hazard High School Grade Level: 11th-12th

Subject: Office Administration 1 credit/Block Teacher Name: K. Patrick

**Course Description:** This course is designed to provide students an advanced-level experience with practical applications through hands-on instruction. Course content will include understanding of various hardware, software, operating systems, care/operations, administrative applications, and employability skills. The software includes advanced business applications using word processing, presentation, spreadsheets, database management, desktop publishing, and electronic communication. Leadership development will be provided through FBLA. Upon completion of this course, a student will be ready to take the core level tests for MOS Certification and/or the Administrative Support Skill Standards Certificate.

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| **KY Standard**  | **Content/Topic** | **Skill/Time Period****18 weeks/Block**  | **Assessment/Resources**  |
| *ADMINISTRATIVE SUPPORT SERVICES SKILL STANDARDS*OA – Perform Administrative Support FunctionsOA 002 – OA 0025OA 31 – OA 32 | -Develop a plan for organizing one’s own work**-**Coordinate and prioritize one’s own work**-**Demonstrate the ability to maintain supervisor’s appointment calendar**-O**perate office equipment**-**Order and maintain inventory of supplies**-**Maintain confidential material**-**Maintain current technical knowledge**-**Participate in task forces**-**Prepare materials for copying**-**Obtain document notarization**-**Process packages**-**Process mail**-**Utilize courier services**-**Access/utilize information**-**Maintain filing system**-**Maintain reference library**-**Maintain secure filing system**-**Set up personal record management system**-**Maintain employee emergency contact information**-**Demonstrate an understanding of proper office procedures**-**Have the ability to purge records and/or files | **Students will** * Unit 1 week 1
* Identify, describe, and use different types of electronic communications and apply business communication and netiquette skills to create, send, receive, and reply to electronic communication, including e-mail and telephone
* Unit 2 week 2
* Demonstrate employability and social skills relative to the career cluster (includes cell phone, Internet netiquette, introductions, and grammar)
* Unit 3 week 3
* Compose and illustrate an oral report using appropriate visual aids (presentation software, etc.)
* Unit 4 week 4
* Demonstrate advanced computer applications to create, edit, save, revise, and print word processing documents, spreadsheets and related charts, database files, reports, and presentations
* Unit 5 week 5 & 6
* Show advanced software integration skills to create new documents through the use of word processing, spreadsheet, database, and presentation software, including graphics
* Unit 6 week 7 Demonstrate advanced skills to design, create, edit, save, and print desktop publishing documents, which include text, graphics, borders, shadings, watermarks, columns, and nameplates, using principles of layout and design
* Unit 7 week 8
* Demonstrate advanced skills to utilize the mail merge feature of a software program
* Unit 8 week 9 & 10
* Demonstrate advanced skills to apply financial and database functions to spreadsheets including formulas, data tables, sorting, and queries
* Unit 9 week 11 & 12
* Demonstrate advanced skills using a spreadsheet program to create and work with templates, wizards, and multiple spreadsheets and workbooks
* Unit 10 week 13
* Demonstrate advanced skills using a database program to create enhanced reports
* Unit 11 week 14
* Demonstrate advanced skills using presentation software to include diagrams, color and graphic modifications, animation schemes, custom backgrounds, action buttons, hyperlinks, sound, video, and speaker notes
* Unit 12 week 15
* Demonstrate advanced skills using word processing, spreadsheet, database, and presentation software to complete workgroup collaboration to include inserting and reviewing comments
* Unit 13 week 16
* Research and analyze career opportunities, participate in a job interview, and develop an employment portfolio (letter of application, resume, and follow-up letter, etc.)
* Unit 14 week 17
* Analyze various hardware, software, operating systems, and emerging technologies used by business and industry, such as speech recognition, personal digital assistants, etc.
* Integrate math, science, reading, and business communication skills within the technical content

Unit 15 week 18 Demonstrate work-based learning (shadowing, mentoring, co-op, internship, etc.)* Review proofreader’s marks, use spell check and thesaurus, reference materials, and grammar check
 | AssessmentMethods of assessment such as daily grades, homework grades, multiple choice questions, open response items with rubrics, simulation games, self-assessment, tests/quizzes and transactive portfolio pieces may be used.LAPsEnd of Course State Assessment and A\*S\*K assessment will be given in the Spring  |
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| OB – Demonstrate Communication and Telecommunication SkillsOB 001, 004, 005, 008, 009 **OE – Understand and Perform Reprographic Procedures**OE 001 | **-**Prepare oral presentations**-**Receive visitors and clients**-**Process electronic mail**-**Process fax documents**-**Maintain telephone numbers and addresses**-**Photocopy a document |
| EA-Exhibit Workplace SkillsEA 001 – EA013**EB-Understand Workforce Issues**EB 002- EB 004EB 007 - 008AA – Apply Math and Financial SkillsAA 001AB – Demonstrate Effective Written SkillsAB 001 – AB 007 *FINANCIAL SERVICES SKILL STANDARDS***OA – Exhibit Keyboarding/Data entry Skills**Oa 001- OA 003 OB – Utilize Software ApplicationsOB 001 -OB 003 OD – Demonstrate Time Management SkillsOD 001 – OD 006 OE – Demonstrate Marketing SkillsOE 004AB – Demonstrate Listening, Oral, and Written Communication SkillsAB 001 – AB 003**AC – Use Problem-Solving**TechniquesAC 001 – AC 004 EA – Understand Interpersonal RelationshipsEA 001, 003, 007EB – Exhibit Work EthicEB 003 – EB 010 | **-**Demonstrate consistent punctuality**-**Document regular attendance**-**Demonstrate enthusiasm and confidence about work and learning new skills**-**Demonstrate appropriate dress and hygiene for successful employment**-**Demonstrate ability to act in a polite and respectful way toward co-workers-Demonstrate the ability to complete tasks on time and accurately-Prepare a resume and letter of application-Complete an application for employment**-**Participate in an employment interview**-**Follow directions and procedures**-**Accept constructive criticism**-**Work with minimal supervision**-**Identify the characteristics of a diverse workforce**-**Identify ethical characteristics and behaviors**-**Differentiate between good and poor business ethics**-**Demonstrate non-discriminatory behavior**-**Maintain confidentiality and sensitivity of company infoAdd, subtract, multiply, and divide with the use of a calculator-Prepare correspondence-Compose written documents**-**Use correct terminology **-**Use correct spelling, punctuation and grammar**-**Write with accuracy, brevity, and clarity**-**Detect all content, format, and keying errors**-**Demonstrate proficient speed and accuracy in use of 10-key**-**Demonstrate proficient speed and accuracy in use of keyboard**-**Establish a good habit of proofreading**-**Produce documents integrating current word processing, database, and spreadsheet files**-**Create worksheets using spreadsheet commands, functions, and formulas**-**Understand or utilize electronic mail services-Schedule and follow work priorities-Organize work station and space-Assist others in performing tasks-Practice time management skills-Outline and deliver an oral presentation**-**Demonstrate listening skills**-**Follow oral/written instructions**-**Use correct spelling, punctuation, and grammar**-**Identify problems**-**Identify opportunities for applying problem-solving techniques**-**Use ideas and procedures to communicate, reason, and solve problems**-**Apply a system of problem solving and implement solutions**-**Match employee responsibilities to employer expectations**-**Exhibit non-discriminatory behavior**-**Interpret, clarify, and follow directions**-**Display enthusiasm and confidence about work and learning tasks**-**Dress appropriately and maintain personal hygiene**-**Act in a polite and respectful way toward co-workers**-**Complete tasks in an accurate and timely manner**-**Accept constructive criticism**-**Work with minimal supervision**-**Identify and practice good ethical behavior |