Unit: the area of study and duration

Content: the specific areas that will be taught during the unit

Standards: the specific targets of the unit

Assessment: the means by which a student will be given the opportunity to show comprehension

Literacy Activities: the activities directed towards improving the skills of reading, writing, and communicating

Skills: the abilities that students will demonstrate upon completing the unit

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MICHIGAN EDUCATIONAL TECHNOLOGY STANDARDS

9-12 CI Creativity and Innovation

- 9-12.CI.1. apply advanced software features to redesign the appearance of word processing documents, spreadsheets, and presentations
- 9-12.CI.2. create a web page
- 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects

9-12 CC Communication and Collaboration

- 9-12.CC.1. identify various collaboration technologies and describe their use
- 9-12.CC.2. use available technologies to communicate with others on a class assignment or project
- 9-12.CC.3. collaborate in content-related projects that integrate a variety of media
- 9-12.CC.4. plan and implement a collaborative project using telecommunications tools
- 9-12.CC.5. describe the potential risks and dangers associated with online communications
- 9-12.CC.6. use technology tools for managing and communicating personal information

9-12 RI Research and Information Literacy

- 9-12.RI.1. develop a plan to gather information using various research strategies
- 9-12.RI.2. identify, evaluate, and select appropriate online sources to answer content related questions
- 9-12.RI.3. demonstrate the ability to use library and online databases for accessing information
- 9-12.RI.4. distinguish between fact, opinion, point of view, and inference
- 9-12.RI.5 evaluate information found in selected online sources on the basis of accuracy and validity
- 9-12.RI.6. evaluate resources for stereotyping, prejudice, and misrepresentation
- 9-12.RI.7. understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources must always be researched
- 9-12.RI.8. research examples of inappropriate use of technologies and participate in related classroom activities

9-12 CT Critical Thinking, Problem Solving, and Decision Making

- 9-12.CT.1. use digital resources for problem solving and independent learning
- 9-12.CT.2. analyze the capabilities and limitations of digital resources and evaluate their potential to address personal, social, lifelong learning, and career needs
- 9-12.CT.3. devise a research question or hypothesis using information and communication technology resources, analyze the findings to make a decision
based on the findings, and report the results

9-12.DC. Digital Citizenship

- 9-12.DC.1. identify legal and ethical issues related to the use of information and communication technologies (e.g., properly selecting and citing resources)
- 9-12.DC.2. discuss possible long-range effects of unethical uses of technology (e.g., virus spreading, file pirating, hacking) on cultures and society
- 9-12.DC.3. discuss and demonstrate proper netiquette in online communications
- 9-12.DC.4. identify ways that individuals can protect their technology systems from unethical or unscrupulous users
- 9-12.DC.5. create appropriate citations for resources when presenting research findings
- 9-12.DC.6. discuss and adhere to fair use policies and copyright guidelines

9-12.TC. Technology Operations and Concepts

- 9-12.TC.1. complete at least one online credit, or non-credit, course or online learning experience
- 9-12.TC.2. use an online tutorial and discuss the benefits and disadvantages of this method of learning
- 9-12.TC.3. explore career opportunities, especially those related to science, technology, engineering, and mathematics and identify their related technology skill requirements
- 9-12.TC.4. describe uses of various existing or emerging technology resources (e.g., podcasting, webcasting, videoconferencing, , online file sharing, global positioning software)
- 9-12.TC.5. identify an example of an assistive technology and describe its potential purpose and use 9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills
- 9-12.TC.7. assess and solve hardware and software problems by using online help or other user documentation
- 9-12.TC.8. explain the differences between freeware, shareware, open source, and commercial software
- 9-12.TC.9. participate in experiences associated with technology-related careers
- 9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf)
- 9-12.TC.11. understand and discuss how assistive technologies can benefit all individuals
- 9-12.TC.12. demonstrate how to import/export text, graphics, or audio files
- 9-12.TC.13. proofread and edit a document using an application's spelling and grammar checking functions

Kent City High School Curriculum Map for: Computer Applications 1A

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
2 Days	Computer Hardware & Concepts	9-12 DC.6	Proper care for classroom technologies		Identification and Care of Hardware.

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
2 Days	Files and Folders, Logins, Password, and Google Classroom	9-12.CC.1 9-12.CC.2 9-12.CC.6.	Project – Create folders for each class on network drive. Practice saving/opening, copying/pasting to the network drive. Logging into Google Classroom.		Creating Folders Logging In/Out Joining Google Classroom

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 10 days	Business Communication-word processing	9-12.CI.1. 9-12.CC.6 9-12.TC.13	Project- Create multiple business letters, resume	evaluating writing	Creation of Business letters Resume In Word and on Google docs
~ 10 days	Report writing-Word Processing	9-12.CI.1. 9-12.CC.6 9-12.TC.13 9-12.DC.5 9-12.DC.6	Project- Create report in current MLA and APA styles	evaluating reports for proper form	Creation of a report in word and on Google docs

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 10 days	Cyber Citizenship/Security	9-12.RI. 9-12.DC.			Protection of personal reputation and technology that connects to the internet. Utilization of informational technologies to learn
Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 5 days	Desktop Publication-Word Processing	9-12.CI.1. 9-12.CC.6 9-12.TC.13	Project- Create various examples of newsletters		Creation of a newsletter in word

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 15 Days	Photoshop-Introductory unit	9-12.CC.3 9-12.CI.3 9-12.TC.2 9-12.TC.10.	Project- Modification of image and record of video tutorials viewed	Technology terms/vocab.	Manipulation of images to improve the quality of the image
Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
Everyday	Keyboarding	9-12.CT.1 9-12 CC.6	Formative assessments every week. Summative assessment at the end of the marking period.		Full keyboard and improvement of touch typing techniques

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 15 days	Sketch-Up-3D drawing	9-12.CT.1. 9-12.TC.2 9-12.TC.1. 9-12.CT.2	Project- creation of a virtual 4 room residence.		Use computer software to illustrate a real world property
Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 10 days	Careers	9-12.CT.1. 9-12.TC.3	Project- Career Cruising 95%		Exploration of career paths and how skills cross from one career to another.

Kent City High School Curriculum Map – Computer Applications 1B (2016)

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
2 Days	Computer Hardware & Concepts	9-12 DC.6	Proper care for classroom technologies		Identification and Care of Hardware.

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~20 Days	Excel and Google Spreadsheet	9-12.CT.1. 9-12.CI.1.	Project -		Creation of workbooks,worksheets and formulas to utilize spreadsheet software

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 10 Days	Programming-HTML 5 Notepad++ and Dreamweaver	9-12.CI.2. 9-12.CT.1. 9-12.TC.12 9-12.TC.13	Project - creation of a simple 3 page site	Research two careers Analyze information. Complete a table format of facts.	Basic understanding of programming a website

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~15 Days	Database- Access	9-12.CT.3. 9-12.CT.2	Project - Creation and manipulation of a simple database		Create an Access database, forms for data entry, run reports and queries

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
		9-12.CT.1.			

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~10 Days	Audio editing-Audacity	9-12 TC.4 9-12 TC.10 9-12 TC.12	Project- 30 second PSA (public service announcement)		Creation and modification of a audio file

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
~ 10 days	Video editing-Corel video studio	9-12 TC.4 9-12 TC.10 9-12 TC.12	Project- creation of 60 second comercial		Creation and modification of a video file

Duration	Unit Name/Content	Standards METS	Assessment	Literacy Activities	Skills
Everyday	Keyboarding	9-12.CT.1 9-12 CC.6	Formative assessments every other week. Summative assessment at the end of the marking period.		Full keyboard and improvement of touch typing techniques