

<b>11/7/2007 11:02 AM</b> <b>High School</b> <b>Computer Literacy</b>	
<b>Standard 1.0 Students will work independently and collaboratively to make decisions and to solve problems.</b>	
<b>Benchmark:</b> <b>1.1</b> Students will collaboratively analyze and modify business documents.	<b>Learning Targets:</b> <b>Work with a partner to recognize discrepancies or errors in business documents.</b> <b>Work together to fix a document.</b> <b>Offer suggestions for improvement or refinement of another students' product.</b> <b>Offer and receive constructive criticism.</b>
<b>Objective Questions</b>	
<b>Performance Assessments-Through out the semester students work together to analyze and modify documents. Maybe they would select the one final draft they thought was best or something.</b>	
<b>1.2</b> Students demonstrate independent decision making and problem solving using Word, Excel, Access, and Internet applications.	<b>When given a real-life situation, students will infer a problem solving process when:</b> <b>Implementing the correct excel formula</b> <b>Polishing a draft in Word</b> <b>Querying data</b> <b>Setting up a student-centered database</b> <b>Using proper search and identify best search engine</b> <b>Using Help menu</b>
<b>Objective Questions: Select</b>	
<b>Performances:</b>	
<b>Standard 2.0 Students will develop the ability to communicate effectively in a variety of business formats.</b>	
<b>Benchmark</b> <b>2.1</b> Read and apply technical instructions to a task.	<b>Learning Targets:</b> <b>Know definition of specific vocabulary words to general course outline and to specific applications.</b>  <b>Given a direction such as formatting, students will apply the step by step instructions and complete a word document accordingly.</b>
<b>Objective question ideas: Match "Word, Excel, Power Point, Access" to a description of a given</b>	

<p>task.  <b>Performance</b>  <b>Given a direction such as formatting, students will read the step by step instructions and complete a word document accordingly.</b></p>	
<p><b>2.2 Students will produce a Word, Excel, Power Point, Access and other professional documents based on given instructions.</b></p> <p><b>80%</b></p>	<p><b>Turn on machine</b>  <b>Understand vocabulary</b>  <b>Open the correct software or program</b>  <b>Utilize menus and tool correctly</b>  <b>Know how to print correctly given the specifics of the task</b>  <b>Identify the product as their</b>  <b>Modify throughout</b>  <b>Integrate programs (for example: put and excel table in a power point)</b>  <b>Construct a variety of 6 slides with transitions</b>  <b>Save properly</b>  <b>Create power point slides that assist in the presentation of information.</b>  <b>Select background, clip art, graphics, And sounds that appropriately enhance the message.</b>  <b>Identify which program is appropriate for the task based on given set of instructions.</b></p>
<p><b>Show sequence of specific steps in order to produce a document and select the correct order.</b></p>	
<p><b>2.3 Identify verbal skills necessary to communicate in a business environment.</b></p>	<p><b>Students will apply verbal communication skills with a Power Point presentation.</b>  <b>Select topics and speaking points to match an appropriate to audience and information needs.</b>  <b>Critique a power point presentations.</b>  <b>Clearly articulate the steps necessary to accomplish a task.</b></p>
<p><b>Performances: List skills displayed by a speaker that make them effective.</b></p>	
<p><b>Standard 3.0 Students will increase their connections with the world of work.</b></p>	
<p><b>Benchmark:</b>  <b>3.1 Recognize that computer literacy is important to success in obtaining gainful employment.</b></p>	<p><b>Learning Targets:</b>  <b>Given career-related task, identify the software application to use to enhance their employability.</b>  <b>Know that it is necessary to keep updating and changing skills is a part of being computer literate.</b>  <b>Students will identify software specific to</b></p>

	careers.
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<b>Objective Questions:</b>
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<b>Performances:</b>
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**Understand how to use a technical manual and how to find instructions given a specific topic (formatting).**

Critique guest speakers.