| –-Time Frame | Content Area | Units and Competencies | Activities | Goals and Objectives |
| --- | --- | --- | --- | --- |
| Traditional Schedule |  |
| Week 1 & 2 | **Orientation, Digital Citizenship, Student Orgs, Keyboarding** | Unit 1: Competency 1  Unit 1: Competency 2  Unit 1: Competency 3  Unit 2: Competency 1  Unit 2: Competency 2  Unit 3: Competency 3  Unit 4: Competency 1  Unit 4: Competency 2 | Common Sense Media Lessons   * Privacy/Security * Internet Safety * Cyberbullying   Lab Safety Test  Acceptable Use Policy  Learning Management/File Management System  Introduce Student Orgs | * School Policies and Classroom Procedures * Digital Citizenship topics * Terminology * Basic –Parts of a computer (hardware components) * Technique – sitting, hands, feet, etc. * Home row Keys (Introduce)   [Career Exploration: Public Safety] |
| Week 3 & 4 | **Keyboarding** | Unit 4: Competency 2 | Introduce Keyboarding | * Timed Writings   [Career Exploration: Social & Behavioral Sciences & Human Services] |
| Week 5 & 6 | ***Keyboarding & Word Processing*** |  | Add Keys to Keyboarding  Introduce Word Processing  Introduce Ribbon and Toolbar | * Introduce new keys * Introduce word processing * Parts of the Window * Tabs, Ribbon, Toolbar * Selecting Text using the keyboard and shortcuts * Header/Footer * Saving and printing documents * File Management & Types of Storage * Alignment * Replacing Text * Cut, copy, paste * Formatting (bold/underline/italics) * Font (bullets/numbering) * Keyboard Shortcuts * Timed Writings   [Career Exploration: Education, Arts & Humanities] |
| Week 7 & 8 |  |  | Add Keys to Keyboarding  Create Word Document | * Contrast and compare different programs: Microsoft Word, Google Docs, Apple Pages, etc. * Personal and business correspondence * Timed Writings   [Robotics Activities] |
| Week 9 & 10 | ***Keyboarding & Word Processing*** |  | Add Keys to Keyboarding  Create Word Document/Flyer  Create Summative Word Document  Digital Citizenship lesson on Creative Commons/Copyright | * Graphics (clip art/shapes) * Other formatting (breaking text into columns/text wrapping) * Citations * Adding Tables and Charts * Timed Writings * 9 Weeks Exam * Curriculum Based Word Document (consulting co-teachers on subjects) * Personal and Business Flyer   PROJECT: Create 3 flyers for 1 career from any of the pathways explored to date and highlight the following for each career:   * Describe the career in a paragraph. * What education or skills training is required? * What is the job outlook? * Where (geographically) is that job in demand? Is there a need in Mississippi? * What is the average entry-level salary nationwide? In Mississippi? * How are computers used in that job? |
| Week 11 | **Spreadsheets** |  | Introduction to Spreadsheets  Continue with 10 minutes of daily keyboarding practice. | * Identify various parts of the spreadsheet window / Terminology * Different ways to move around a worksheet * Manipulate cells, columns, and rows * Formatting Cells (font, size, shading, etc.) * Determining when to use Save and Save As * Add a border around cells * Selecting cell ranges * Use formulas to add, subtract, multiply, and divide – without using functions * Insert a header to the worksheet * Print Preview * Sorting data (expanding selection)   [Career Exploration: Business] |
| Week 12 |  |  | Function Formulas  Continue with 10 minutes of daily keyboarding practice. | * Use the SUM function * Use MIN and MAX functions * Use AVERAGE function * Insert and Delete a row/column * Merge and center cells * Use AutoFill to copy a formula * Average student grades to show how this concept is applicable in real life * Format data as a percentage * Increase or decrease the numbers after a decimal point   [Robotics Activities] |
| Week 13 | ***Spreadsheets*** |  | Charts  Continue with 10 minutes of daily keyboarding practice. | * Create a pie chart * Recolor the pie chart * Label the pieces of the pie chart * Move Chart * Horizontal/Vertical Axis * Create a column chart * Recolor the columns of a column chart * Create a line chart * Recolor the plot area of a chart * Add clip art to a chart   [Career Exploration: Industry] |
| Week 14 |  |  | Continue with 10 minutes of daily keyboarding practice. | * Provide several tables/charts for students to analyze and explain their interpretation of the data.   [Robotics Activities] |
| Week 15 |  |  | Continue with 10 minutes of daily keyboarding practice. | * Contrast and compare different spreadsheet programs: Microsoft Excel, Google Sheets, Apple Numbers, etc.   [Career Exploration: Manufacturing]  PROJECT: Create 3 graphs/charts:   * 1 that compares the salaries of 3 careers, * 1 that compares outlook of 3 careers, * 1 that compares demand in MS. |
| Week 16 | **Presentations** |  | Introduction to Presentations  Continue with 10 minutes of daily keyboarding practice. | * Terminology * What is a slide? * Identify components of toolbar/ribbon * Saving/File extensions * Creating a slide * Slide Sorter (adding, deleting, moving) * Editing and formatting slides   [Robotics Activities] |
| Week 17 |  |  | Creating a Presentation  Continue with 10 minutes of daily keyboarding practice. | * Plan a presentation using proper guidelines * 5/5/5 rule: no more than five words per line of text, five lines per slide, or five text-heavy slides in a row * Outline/Storyboard * Use of Themes * Slide Layouts * Inserting pictures and graphics * Transitions * Animation and Timing   [Career Exploration: Construction] |
| Week 18 |  |  | Presenting  Continue with 10 minutes of daily keyboarding practice. | * Inserting Audio Files, Videos and Hyperlinks * Citations * Printing (Presenter Notes, etc.) * Discuss presentation methods * Discuss different equipment & environments * Contrast and compare different programs (Prezi, PowerPoint, Slides, Keynote, etc.) * Present to an audience (eye contact, voice projection, content knowledge, DON”T read slides)   [Robotics Activities]  PROJECT: Create a presentation that describes the Sphero Robot and has video of an activity done in class. Also include general information on how robotics are being used in the world today and in particular in construction (or any career of their choice). |
| Week 19 | **CSD – Unit 1: Problem Solving: Computers and Logic** |  | Chapters 1 – 3  Continue with 10 minutes of daily keyboarding practice. | * Introduction to Problem Solving * The Problem Solving Process * Exploring Problem Solving   [Career Exploration: STEM – Data Scientist or other scientist] |
| Week 20 |  |  | Chapters 4 – 7  Continue with 10 minutes of daily keyboarding practice. | * What is a Computer? * Input and Output * Processing * Storage   [Career Exploration: STEM – Programmer or Web Application Developer or Networking] |
| Week 21 |  |  | Chapters 8 – 9  Continue with 10 minutes of daily keyboarding practice. | * Apps and Problem Solving   PROJECT: Propose an App  [Career Exploration: STEM – Cybersecurity] |
| Week 22 | **CSD – Unit 2: The Internet: Web Development** |  | Chapters 1 – 3  Continue with 10 minutes of daily keyboarding practice. | * Exploring Websites * Websites for Expression * Introduction to HTML   [Robotics Activities] |
| Week 23 |  |  | Chapters 4 – 5  Continue with 10 minutes of daily keyboarding practice. | * Headings * Digital Footprint   [Robotics Activities] |
| Week 24 |  |  | Chapters 6 – 8  Continue with 10 minutes of daily keyboarding practice. | * Lists * Intellectual Property and Images * Clean Code and Debugging   [Career Exploration: STEM – Engineering or Computer Hardware Design] |
| Week 25 |  |  | Chapters 9  Continue with 10 minutes of daily keyboarding practice. | PROJECT: Multi-page Websites (see note for Chapter 14 of this pacing guide)  [Robotics Activities] |
| Week 26 |  |  | Chapters 10 – 13  Continue with 10 minutes of daily keyboarding practice. | * Styling Text with CSS * Styling Elements with CSS * Sources and Search Engines * RGB Colors and Classes   [Career Exploration: STEM – Mathematics or Entrepreneur] |
| Week 27 |  |  | Chapter 14 (The curriculum has a project included. You can choose to complete that project or the one listed to the right regarding a STEM career.)  Continue with 10 minutes of daily keyboarding practice. | PROJECT: Create a web page that highlights a STEM career:   * Describe the career in 5-6 bullets. * Education/skills training is required? * What is the job outlook? * Where (geographically) is that job in demand? Is there a need in Mississippi? * What is the average entry-level salary nationwide? In Mississippi? * How are computers used in that job? |
| Week 28 | **CSD – Unit 3: Programming: Interactive Games and Animations** |  | Chapters 1 – 4  Continue with 10 minutes of daily keyboarding practice. | * Programming for Entertainment * Plotting Shapes * Drawing in Game Lab * Shapes and Randomization   [Robotics Activities] |
| Week 29 |  |  | Chapters 5 – 8  Continue with 10 minutes of daily keyboarding practice. | * Variables * Sprites * The Draw Loop * Counter Pattern Unplugged   [Robotics Activities] |
| Week 30 |  |  | Chapters 9 – 12  Continue with 10 minutes of daily keyboarding practice. | * Sprite Movement * Booleans Unplugged * Booleans and Conditionals * Conditionals and User Input   [Robotics Activities] |
| Week 31 |  |  | Chapters 13 – 14  Continue with 10 minutes of daily keyboarding practice. | * Other Forms of Input   PROJECT – Interactive Card |
| Week 32 |  |  | Chapters 15 – 18  Continue with 10 minutes of daily keyboarding practice. | * Velocity * Collision Detection * Complex Sprite Movement * Collisions |
| Week 33 |  |  | Chapters 19 – 21  Continue with 10 minutes of daily keyboarding practice. | * Functions * The Game Design Process * Using the Game Design Process |
| Week 34 |  |  | Chapter 22  Continue with 10 minutes of daily keyboarding practice. | PROJECT – Design a Game |
| Week 35 |  |  |  |  |
| Week 36 |  |  |  |  |