

Middlesex High School 2014-2015 Curriculum Pacing Guide: Career & Technical Education  
 Course: Computer Information Systems I (Business Education)

<b>Time Frame</b>	<b>Topic</b>	<b>Related SOL Number</b>	<b>Competency/Essential Knowledge</b>	<b>Textbook Correlation</b>	<b>Formative Assessments</b>
Weeks 1, 2, & 3	Workplace Readiness Student Organizations FBLA Internet Safety Teambuilding Communication Skills Professional Knowledge Global Awareness Career Readiness for the 21 <sup>st</sup> Century	CE 0.1,0.3, 0.4,0.11,0.12,0.14  VUS 0.14,0.15  Govt. 0.3, 0.15, 0.16, 0.17  English 6.2, 6.6, 6.7, 6.8, 7.1,7.2,7.6,7.7,7.8,8.2, 8.6,8.7,8.8,9.1,9.5,9.6, 9.7, 10.1,10.5,10.6,10.7,1 1.1,11.5,11.6,11.7,12. 1,12.5,12.6,12.7  Business, Technology, and Marketing Education Standards	001-0021,030-033, 042-046  <ul style="list-style-type: none"> <li>Personal Qualities and People Skills</li> <li>Professional Knowledge and Skills</li> <li>Technology Knowledge and Skills</li> <li>Addressing Elements of Student Life</li> <li>Technology and Knowledge Skills</li> <li>Ethical Issues Related to Computer Systems</li> </ul>	Workplace Readiness Skills & Microsoft IT Academy	Create a FBLA Movie  Workplace Readiness Quiz
Weeks 4 & 5	Introduction to Computers	English 10.5, 11.5, 12.5  VUS 0.15  WHII 0.16  Govt. 0.17  Business, Technology, and Marketing Education Standards	034-041, 042-046  <ul style="list-style-type: none"> <li>Explain the functions of computer system components.</li> <li>Describe the information processing cycle.</li> <li>Trace the development of computers and their impact on society.</li> <li>Describe various computer input devices.</li> <li>Describe wireless and mobile devices.</li> <li>Describe various computer output devices.</li> <li>Describe various auxiliary storage devices.</li> <li>Identify basic networking components.</li> <li>Ethical Issues related to Computer Systems</li> </ul>	Microsoft Introduction & Microsoft IT Academy	Purchasing a Computer Project/Presentation

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Weeks 6 & 7	Purchasing a Personal Computer, Managing a Computer, & Microsoft XP	Business, Technology, and Marketing Education Standards	047-057	Microsoft Introduction & Microsoft IT Academy (Digital Literacy)	Purchasing a Computer Project/Presentation  File Management & Electronic Organization
			<ul style="list-style-type: none"> <li>• Maintain workstation, equipment, software, and supplies.</li> <li>• Obtain assistance via electronic and hard-copy references and documentation.</li> <li>• Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).</li> <li>• Identify components of the user interface (e.g., menus, toolbars, ribbons, icons).</li> <li>• Manage the desktop environment (e.g., creating shortcuts/aliases).</li> <li>• Manage files and folders/directories (in networked and stand-alone environments).</li> <li>• Backup/restore programs and data files.</li> <li>• Scan storage devices and equipment for viruses and spyware, and disinfect as needed.</li> <li>• Describe the steps to install and remove software.</li> <li>• Operate peripherals (e.g., flash drive, scanner, digital camera, fax machine, modem, CD/DVD burner, USB devices, LCD projector).</li> <li>• Identify safety precautions and devices (e.g., surge protectors, anti-static mats and pads, power plugs, and UPS systems) associated with computer use.</li> </ul>		
Weeks 8 & 9	Microsoft Word: Creating and Editing a Word Document	English 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.6, 12.7  Math COM 0.6  Business, Technology, and Marketing Education Standards	058-067	Microsoft Word Chapter 1 & Microsoft IT Academy	School Flyers  Comprehensive Quiz
			<ul style="list-style-type: none"> <li>• Compare features of a word processing program to determine the best tools to use for a given task.</li> <li>• Compose a variety of documents (e.g., letters, memoranda, reports, and tables).</li> <li>• Use word processing programs to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, business cards, newsletters, programs).</li> <li>• Proofread and edit documents.</li> </ul>		

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- Enhance layout of documents by using a variety of formatting features.
- Import graphics, using a variety of tools (e.g., from file, scanner, digital camera) and sources.
- Analyze and use writing tools (e.g., speller, thesaurus, grammar check, readability test, comparison tools).
- Utilize advanced word processing operations (e.g., merge, macros, and template wizards).
- Integrate databases, graphics, and spreadsheets into a word-processed document.
- Save word-processed documents in a variety of formats (e.g., .pdf, .html).