

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

Time Frame	Topic	Related SOL Number	Competency/Essential Knowledge	Textbook Correlation	Formative Assessments
Weeks 1, 2, & 3	Workplace Readiness Student Organizations FBLA Internet Safety Teambuilding Communication Skills Professional Knowledge Global Awareness Career Readiness for the 21 st 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, 122-127 <ul style="list-style-type: none"> Personal Qualities and People Skills Professional Knowledge and Skills Technology Knowledge and Skills Addressing Elements of Student Life Technology and Knowledge Skills Ethical Issues Related to Computer Systems 	Workplace Readiness Skills & Microsoft IT Academy	Create a FBLA Movie Workplace Readiness Quiz
Weeks 4 & 5	Executing Networking Activities & Managing, Maintaining, and Troubleshooting Systems	English 10.5, 11.5, 12.5 Business, Technology, and Marketing Education Standards	089-108 <ul style="list-style-type: none"> Evaluate workstations, equipment, software, and supplies for design, layout, and purchase. Maintain and upgrade workstations, equipment, software, and supplies. Analyze software problems to obtain assistance via electronic and hard-copy references and documentation. Troubleshoot hardware problems (e.g., proper connections, scanner, printer, speakers, auxiliary drives). Explore tools (e.g., defragmenter, file compression, scan disk, diagnostic) to manage the operating system. Demonstrate (or explain) how to install 	Microsoft Introduction & Microsoft IT Academy (Digital Literacy)	File Management & Organization on Computer Comprehensive Quiz

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- software and customize defaults.
- Backup/restore programs and data files.
- Investigate advanced desktop configuration techniques (e.g., control panel).
- Scan storage devices and equipment for viruses and spyware, and disinfect as needed.
- Install peripherals (e.g., scanner, digital camera, fax machine, modem).
- Comply with safety and ergonomic precautions associated with computer use.
- Compare operating systems (e.g., Windows, Macintosh, Unix, Linux).
- Investigate security issues related to Internet technology (e.g., virus, firewalls, spam, system backup, passwords, wireless, data encryption).
- Identify network types and topologies (e.g., LAN, WAN, bus, ring, star).
- Connect components of a local area network.
- Identify file structures on networks (e.g., folders, directories, subfolders).
- Download software/files to a specific workstation.
- Identify basic network protocols (e.g., TCP/IP, FTP, Voice over IP).
- Explain the importance of network security (e.g., ethics, rights).
- Troubleshoot network problems (e.g., understanding network diagnostic tools).

Weeks 6 -9	Microsoft Office Word 2010: Creating A Document with Title Page, Lists, Tables, & Water Mark	English 10.5, 10.6, 10.7,11.5,11.6, 11.7, 12.5, 12.6, 12.7 Business, Technology, and Marketing Education Standards	034-040, 128-131	Microsoft Word Chapter 1 and Microsoft IT Academy	Business Proposals Project Microsoft Word 2010 Industry Certification
			<ul style="list-style-type: none"> • Compare advanced features of a word processing program to determine the best tools to use for a given task. • Create documents using advanced merge functions. • Produce documents incorporating tables, templates, autocorrect, styles, smart art graphics, and other advanced features. • Create a professional document (e.g., brochure, 		

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annual report, newsletter, catalog)

demonstrating established principles of design in desktop publishing.

- Import text and graphics from other sources (e.g., Internet, CD, DVD, scanner, digital camera, and other files).
- Integrate a variety of software applications into a word processing document.
- Create an online form with a word processing program.
- Describe the process and requirements for obtaining industry certifications related to the Advanced Computer Information Systems course.
- Identify testing skills/strategies for a certification examination.
- Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).
- Successfully complete an industry certification examination representative of skills learned in this course (e.g., MCAS, MOS, IC3, NOCTI).