Digital Applications and Responsibility Curriculum

Unit/Days	Standard	Resources	Vocabulary	Assessment
See Individual Units Below	Domain – Technology as a Planning and Productivity Tool Core Standard 1 Students integrate technology to arrange materials and solve problems efficiently. Standards DAR-1.1 Apply technology as a means to create business, industry, and professional tasks and develop strategies for solving problems DAR-1.2 Use appropriate technology to plan, develop, edit and present material to different types of audiences both in a group or individually (i.e., paper, web page, multimedia presentation, publications, speech, hypermedia, etc.) DAR-1.3 Integrate information and communication technology to analyze a real-world problem, design and implement procedures to monitor information, set timelines, and evaluate progress toward the solution DAR-1.4 Using appropriate handling and use of supplies and equipment, practice respectful and responsible use of technology through abiding by the professional practices DAR-1.5	Lesson Plans Word Document "Digital Apps and Responsibility" Hardcopy located in classroom file folder. Textbook: *Digitools: Technology Application Tools, Karl Barksdale* Google Docs and Gmail "Typing Master" typing practice program	Vocabulary: Hard copy, copyright, alignment, netiquette, network, clipart, desktop, drag & drop, spreadsheet, font, footer, template, hardware, hyperlink, network, icons, leader, alphanumeric and scroll	Vocabulary Pretest Timed writings "Typing Master" Diplomas Parts of the computer quiz Parts of the computer crossword Proofreader's marks quiz "Type the List" Activities(Students are given a theme, example animals, and must type as many animals as they can in a set amount of time) "Group Races" students are put into groups of 4-8 and race against other groups in class. Teacher Observation: Posture Grades, in classes keyboarding lessons

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45 Total Class Days (1st 15 days are review of touch typing and word processing skills) 10 Class Days "Word Processing"	Apply an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers Domain – Document Processing Core Standard 2 Students design documents by using complex features of software to develop advanced documents that are user-friendly. Standards DAR-2.1 Create and manage master documents and subdocuments by using various edit tools, formatting tools, and templates DAR-2.2 Use advanced features to create combo boxes, macros, newsletters with mastheads, multi-column brochures, multi-page books, forms wizards, composition, table of contents, and mail merge DAR-2.3 Explain the use of various document types and how they related to different situations (school, work, home, etc) DAR-2.4 Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions	SAM 2013 Textbook: Microsoft Office 2013 First Course, Illustrated Series Students have access to the email book on SAM. Internet	See Page One	Sam Trainings and Tests Unbound Report Project Mini Projects, tests quizzes, teacher observations Vocabulary Pretest Teacher Demonstrations SAM Trainings and Tests

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8 Class Days "Spreadsheets"	Domain – Spreadsheet Software Core Standard 3 Students apply concepts of spreadsheet software to organize and manipulate data. Standards DAR-3.1 Use industry terminology when using spreadsheet software DAR-3.2 Apply relative, absolute, mixed cell references and advanced features (i.e. naming ranges; track, accept and reject changes; formatting, filtering and protection) in formulas and printing DAR-3.3 Create and evaluate formulas and functions; customize formats; pivot tables and charts; and edit and run command buttons, macros and macros with buttons DAR-3.4 Edit and label chart components (i.e. axis, legends, titles, and databases) DAR-3.5 Link and merge worksheets/workbooks; importing and exporting data to and from spreadsheets	Page 1 and 2	See page one	

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Unit/Days	Standard	Resources	Vocabulary	Assessment
6 Class Days "Presentation Software"	Domain – Presentation Software Core Standard 4 Students create a variety of multi-media presentations using appropriate design principles to communicate in a professional manner. Standards DAR-4.1 Demonstrate how electronic presentations are created DAR-4.2 Apply Industry design guidelines to create, manipulate and enhance visual presentations DAR-4.3 Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, while using proper public speaking techniques DAR-4.4 Create a stand-alone presentation with video, embedded objects, specialized features, by modifying and designing templates Domain – Database Software Core Standard 5	Page 1 and 2	See page one	PowerPoint Autobiography Presentations
2 Class days				

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"Database" software	Students synthesize database management concepts to manage, evaluate, and organize information in an effective manner. Standards DAR-5.1 Create database objects such as tables, forms and queries DAR-5.2 Use advanced functions to filter, extract, and split databases and cross reference DAR-5.3 Use a database application software to create or modify a database structure, enter records in a database, create reports, sort and index a database Domain – Internet Tools Core Standard 6	Page 1 and 2	See page one	
2 Class days "Internet Safety and Search Techniques"	Students establish communication and collaboration skills using the internet and social media to increase global awareness. Standards DAR-6.1 Construct basic HTML5 coding DAR-6.2 Apply and adapt best practices for internet research			

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SAM Tests incorporated into each unit and Typing Master.	DAR-6.3 Investigate the effects of social media tools on society DAR-6.4 Explain concepts of internet privacy and security Domain – Technology Assessment Core Standard 7 Students apply technology concepts to take industry standard certifications. Standards DAR-7.1 Investigate industry-based certifications within the information technology industry DAR-7.2 Take computer-based narrative tests and computer adaptive timed tests for topic remediation and support Domain – Functions on Technology Core Standard 8 Students connect functions of technology with computer hardware and software so they make decisions about computer technology.	Page 1 and 2	See page one	

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Unit/Days	Standard	Resources	Vocabulary	Assessment
3 Class Days "Learning about Parts of the Computer and its uses"	Standards DAR-8.1 Identify the principle hardware components of a microcomputer and describe their functions DAR-8.2 Use operating system utilities to control the operation of the computer DAR-8.3 Investigate security risks and how to prevent or resolve security issues DAR-8.4 Recognize and explain compatibility issues and common errors DAR-8.5 Assess the risk associated with upgrading technology DAR-8.6 Identify preventative maintenance products and techniques DAR-8.7 Establish knowledge of computer technology in relationship to networks	Page 1 and 2	See page one	Parts of the Computer Quiz