

12 Week Curriculum Map

Lessons are in increments of two hours. Therefore, in the course of a 12-week session, with an 8 hour week, this would constitute 48 lessons.

Unit	Description (Goals and Standards)
<p>Week 1 Lesson 1 Introduction to Hardware & Devices</p>	<p style="text-align: center;">Activity Title: Devices and Logging in</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will be able to log in to their devices • Students will be able to take care of their devices <p>Standards:</p> <p>T.1.1.4 Identify and discuss correct and responsible use and care of technology and resources.</p> <p>T.1.2.2 Recognize, discuss, and model appropriate, responsible, ethical and safe use of computers, mobile phones, wireless networks, LANs, and digital information (e.g., security, privacy, passwords, personal information,) and recognize possible consequences of unethical behavior.</p> <p>4.L.1/5.L.1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.</p>
<p>Week 1 Lesson 2 Introduction to Hardware & Devices</p>	<p style="text-align: center;">Activity Title: Mouse Skills & Shapes, Fixing Typos</p> <p>Goal/Objective:</p> <p>Becoming more comfortable using the mouse, as well as recognizing shapes</p> <p>Standards:</p> <p>T.1.1.7 Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.</p> <p>T.1.2.2 Recognize, discuss, and model appropriate, responsible, ethical and safe use of computers, mobile phones, wireless networks, LANs, and digital information (e.g., security, privacy, passwords, personal information,) and recognize possible consequences of unethical behavior.</p> <p>4.L.1/5.L.1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.</p>
<p>Week 1 Lesson 3 Introduction to Hardware & Devices</p>	<p style="text-align: center;">Activity Title: Fixing Typos</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will learn how to use the arrow key • Students will learn how to use the backspace button <p>Standards:</p> <p>T.4.1.2 Identify, locate, and use letters, numbers, and special keys (e.g., arrow keys, space bar, shift, insert, enter/return, backspace, delete) on the keyboard.</p>
<p>Week 1 Lesson 4 Introduction to Hardware & Devices</p>	<p style="text-align: center;">Activity Title: Introduction to the Keyboard</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will become familiar with the keys on the keyboard <p>Standards:</p> <p>T.4.1.2: Identify, locate, and use letters, numbers, and special keys (e.g., arrow keys, space bar, shift, insert, enter/return, backspace, delete) on the keyboard.</p>

Unit

Description (Goals and Standards)

<p>Week 2 Lesson 1 Drives and File Movement</p>	<p>Activity Title: Drives and File Movement & Screen Interaction</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will become familiar with files• Students will become familiar with moving files <p>Standards: T.5.1.1 Identify and discuss components of multimedia 5.L.3 Use knowledge of language and its conventions when writing, speaking, reading, or listening.</p>
<p>Week 2 Lesson 2 Customizing and Updates</p>	<p>Activity Title: Customizing and Updates</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will grow in their understanding of customizing their devices to fit their needs• Students will understand the importance of, as well as how to update their devices <p>Standards: T.5.1.1: Identify and discuss components of multimedia. 5.L.3: Use knowledge of language and its conventions when writing, speaking, reading, or listening.</p>
<p>Week 2 Lesson 3 Knowing Your Workplace Skills</p>	<p>Activity Title: Knowing Your Workplace Skills</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will grow in their understanding of themselves and apply this understanding to how they can provide value in the workplace <p>Standards: 5.L.6: Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases, including those that signal contrast, addition, and other logical relationships (e.g., however, although, nevertheless, similarly, moreover, in addition).</p>
<p>Week 2 Lesson 4 Basic Computer Skills Post Assessment</p>	<p>Activity Title: Review and Post-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will play review game to go over course information from the last two weeks• Students will take post-unit assessment <p>Standards: 5.L.3: Use knowledge of language and its conventions when writing, speaking, reading, or listening. a. Choose words and phrases to convey ideas precisely. T.5.1.1: Identify and discuss components of multimedia.</p>

Unit

Description (Goals and Standards)

<p>Week 3 Lesson 1 Connecting to the Internet</p>	<p style="text-align: center;">Activity Title: Connecting to the Internet</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn about different hardware and methods for connecting to the internet• Students will learn new vocabulary related to the internet <p>Standards:</p> <p>T.6.1.1: Identify and discuss the Internet as a source of information at school and home.</p> <p>T.6.1.3: Explore Internet resources and information and discuss the variety and types of information found.</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p>
<p>Week 3 Lesson 2 Navigating Websites</p>	<p style="text-align: center;">Activity Title: Navigating Websites</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Demonstrate familiarity with websites• Identify common browser tools and icons• Demonstrate ability to scroll up, down, right & left on page• Identify and make use of common websites <p>Standards:</p> <p>T.6.1.3: Explore Internet resources and information and discuss the variety and types of information found.</p> <p>T.6.2.4: Use Internet resources to locate information then discuss & compare findings.</p>
<p>Week 3 Lesson 3 Fixing Typos, Introduction to the Keyboard</p>	<p style="text-align: center;">Activity Title: Fixing Typos, Introduction to the Keyboard</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will become familiar with keyboard buttons• Students will learn how to identify and fix typos <p>Standards:</p> <p>T.4.1.2: Identify, locate, and use letters, numbers, and special keys (e.g., arrow keys, space bar, shift, insert, enter/return, backspace, delete) on the keyboard.</p> <p>4.L.4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 4 reading and content, choosing flexibly from a range of strategies.</p> <p>c. Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation and determine or clarify the precise meaning of key words and phrases.</p>
<p>Week 3 Lesson 4 Job Search Skills Resumes, References and Volunteering</p>	<p style="text-align: center;">Activity Title: Resumes, References and Volunteering</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will identify their strengths and make connections with how they can use their place to add value in the workplace• Students will learn about how volunteering can be a stepping stone into the job market• Students will learn about resumes and references <p>Standards:</p> <p>4.W.2: Write informative/explanatory texts to examine a topic and convey ideas and information clearly.</p> <p>a. Introduce a topic clearly and group related information in paragraphs and sections; including formatting (e.g., headings), illustrations, and multimedia when useful to aiding³ comprehension.</p>

Unit Description (Goals and Standards)

<p>Week 4 Lesson 1 Internet Basics: Search Terms</p>	<p align="center">Activity Title: Internet Basics: Search Terms</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will become familiar with the search bar • Students will be develop understanding of how the search bar and search terms work • Student will become familiar with how to create search terms <p>Standards:</p> <p>T.6.1.3: Explore Internet resources and information and discuss the variety and types of information found.</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation,</p>
<p>Week 4 Lesson 2 Internet Basics: Search Results</p>	<p align="center">Activity Title: Internet Basics : Search Results</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will become familiar with using search engines • Students will <p>Standards:</p> <p>T.6.1.3: Explore Internet resources and information and discuss the variety and types of information found.</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation,</p>
<p>Week 4 Lesson 3 Internet Basics: Control Shortcuts</p>	<p align="center">Activity Title: Internet Basics: Control Shortcuts</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will learn how to use control shortcuts to save time and increase efficiency while using the computer <p>Standards:</p> <p>T.4.1.2: Identify, locate, and use letters, numbers, and special keys (e.g., arrow keys, space bar, shift, insert, enter/return, backspace, delete) on the keyboard.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p> <p>4.L.4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 4 reading and content, choosing flexibly from a range of strategies.</p>
<p>Week 4 Lesson 4 Researching Careers</p>	<p align="center">Activity Title: Researching Careers</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will learn methods for researching jobs and careers • Students will become familiar with popular job search sites and be able to use them to find a job <p>Standards:</p> <p>T.6.1.1: Identify and discuss the Internet as a source of information at school and home.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>4.L.1/5.L.1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.</p>

Unit Description (Goals and Standards)

<p>Week 5 Lesson 1 Internet Basics: Internet Privacy</p>	<p style="text-align: center;">Activity Title: Internet Privacy</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will begin to develop an understanding of internet privacy and safety • Student will become familiar with new vocabulary related to internet privacy and safety <p>Standards:</p> <p>T.1.2.2: Recognize, discuss, and model appropriate, responsible, ethical, and safe use of computers, mobile phones, wireless networks, LANs, and digital information (e.g., security, privacy, passwords, personal information), and recognize possible consequences of unethical behavior.</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p>
<p>Week 5 Lesson 2 Internet Basics: Viruses/Email Scams</p>	<p style="text-align: center;">Activity Title: Internet Basics : Viruses/Email Scams</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will recognize and identify suspicious emails • Students will recognize and identify email scams • Students will build understanding about what to do if they come across email scams <p>Standards:</p> <p>T.1.2.2: Recognize, discuss, and model appropriate, responsible, ethical, and safe use of computers, mobile phones, wireless networks, LANs, and digital information (e.g., security, privacy, passwords, personal information), and recognize possible consequences of unethical behavior.</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p>
<p>Week 5 Lesson 3 Internet Basics: Networking</p>	<p style="text-align: center;">Activity Title: Internet Basics: Networking</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will develop understanding around the importance of networking in the job search process • Students will build an awareness of how to use the internet for networking <p>Standards:</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>T.6.2.4: Use Internet resources to locate information then discuss & compare findings.</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly. b. Develop the topic with facts, definitions, concrete details, quotations, or other information and examples</p>
<p>Week 5 Lesson 4 Social Media and the Job Search</p>	<p style="text-align: center;">Activity Title: Social Media and the Job Search</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will develop an understanding of how social media can be helpful in the job search process • Students will become familiar with some social media platforms <p>Standards:</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>T.6.2.4: Use Internet resources to locate information then discuss & compare findings.</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly. b. Develop the topic with facts, definitions, concrete details, quotations, or other information and examples</p>

Unit

Description (Goals and Standards)

<p>Week 6 Lesson 1 Internet Basics: Online Forms</p>	<p style="text-align: center;">Activity Title: Internet Basics: Online Forms</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will develop an understanding of what online forms are and how to fill them out• Students will develop an understanding of the tools and requirements associated with filling out online forms <p>Standards:</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p> <p>4.W.2: Write informative/explanatory texts to examine a topic and convey ideas and information clearly.</p> <p>c. Link ideas within categories of information using words and phrases (e.g., <i>another, for example, also, because</i>).</p>
<p>Week 6 Lesson 2 Internet Basics: Completing Applications Online</p>	<p style="text-align: center;">Activity Title: Internet Basics : Completing Applications Online</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will become familiar with online applications• Students will be able to fill out online applications <p>Standards:</p> <p>T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p>
<p>Week 6 Lesson 3 Internet Basics: Review Day</p>	<p style="text-align: center;">Activity Title: Internet Basics: Review Day</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will review Internet Basics Content to prepare for assessment <p>Standards:</p> <p>T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p> <p>4.L.4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 4 reading and content, choosing flexibly from a range of strategies.</p>
<p>Week 6 Lesson 4 Internet Basics Post Assessment</p>	<p style="text-align: center;">Activity Title: Internet Basics Post Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students demonstrate knowledge of Internet Basics on Post Assessment <p>Standards:</p> <p>T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p> <p>4.L.4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 4 reading and content, choosing flexibly from a range of strategies.</p>

Unit

Description (Goals and Standards)

<p>Week 7 Lesson 1 Introduction to Email</p>	<p>Activity Title: Pre-Assessment and Introduction to Email</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to develop an understanding of what email is• Students will develop an understanding of how email can be helpful in their lives <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>4.L.6: Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases, including those that signal precise actions, emotions, or states of being</p>
<p>Week 7 Lesson 2 Making an Email Account</p>	<p>Activity Title: Internet Basics : Making an Email Account</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to develop an understanding of email as a useful tool• Students will recognize a high quality username and password• Students will create their own email accounts, with good usernames and passwords <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p>
<p>Week 7 Lesson 3 Email Addresses</p>	<p>Activity Title: Email Addresses</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to develop an understanding of email as a useful tool• Students will recognize a high quality username and password• Students will be able to log in/log out of email addresses <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p>
<p>Week 7 Lesson 4 Email at School and Work</p>	<p>Activity Title: Email at School and Work: Professional Communication</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to develop an understanding of how they can use email for professional communication• Students will begin to develop an understanding of the role that email plays in the job search <p>Standards:</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>R.2.3.4: Build vocabulary of tier 2 words including general academic words and phrases.</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p>

Unit Description (Goals and Standards)

<p>Week 8 Lesson 1 Email Etiquette</p>	<p>Activity Title: Email Etiquette</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will understand the basics of professional email etiquette • Students will practice writing professional emails <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p>
<p>Week 8 Lesson 2 Email Etiquette Day 2</p>	<p>Activity Title: Internet Basics : Email Etiquette Day 2</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will understand the basics of professional email etiquette • Students will practice writing professional emails <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p>
<p>Week 8 Lesson 3 Reply, Reply All, Forward</p>	<p>Activity Title: Reply, Reply All, Forward</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will learn about replying, replying all and forwarding • By the end of the lesson, students will be able to successfully reply, reply all and forward on their own <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas.</p>
<p>Week 8 Lesson 4 Email at School and Work</p>	<p>Activity Title: Email at School and Work: Professional Communication Day 2</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will continue to grow in their understanding of the importance of email in professional communication <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p>

Unit

Description (Goals and Standards)

<p>Week 9 Lesson 1 Attachments</p>	<p>Activity Title: Attachments</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will become familiar with email attachments• Students will learn how to use attach documents to an email <p>Standards:</p> <p>T.6.2.1: Identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p>
<p>Week 9 Lesson 2 Attachment Review & Microsoft Intro.</p>	<p>Activity Title: Attachment Review & Microsoft Intro.</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to become familiar with Microsoft Word• Students will practice attaching a Microsoft Document to an email <p>Standards:</p> <p>T.4.1.3: Identify, discuss, and use word processing as a tool to enter letters, numbers, words, and phrases.</p> <p>T.4.2.2: Identify, discuss, & use word processing as a tool to open, edit, print, & save.</p> <p>T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).</p> <p>T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p>
<p>Week 9 Lesson 3 Creating a Resume and Cover Letter</p>	<p>Creating a Resume & Cover Letter in Microsoft Word</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will practice creating, editing and saving a Cover Letter in Microsoft Word• Students will practice creating, editing and saving a Resume in Microsoft Word <p>Standards:</p> <p>T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p> <p>T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p>
<p>Week 9 Lesson 4 Email at School and Work</p>	<p>Activity Title: Email at School and Work: Professional Communication Day 2</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will develop an understanding of how to use email for professional communication <p>Standards:</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.5.3.1: Write informative and explanatory texts to examine a topic and convey ideas and information clearly.</p> <p>W.5.3.2.d: Use concrete words and phrases and sensory details to convey experiences and events precisely.</p>

Unit

Description (Goals and Standards)

<p>Week 10 Lesson 1 Managing Your Inbox</p>	<p style="text-align: center;">Activity Title: Managing Your Inbox</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will practice managing email accounts by deleting emails and moving emails from the trash to the inbox• Students will identify and explore different folders within an email account including the inbox, the sent folder and the trash• Students will identify and utilize the unsubscribe button to stop receiving mass emails <p>Standards:</p> <p>T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p>
<p>Week 10 Lesson 2 Spam and Phishing</p>	<p style="text-align: center;">Activity Title: Email Basics : Spam and Phishing</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to identify spam and phishing emails• Students will learn what to do when they come across spam and fishing emails <p>Standards:</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.4.3.2: Write the appropriate forms of common regular and irregular verbs, past, present, and past participle.</p>
<p>Week 10 Lesson 3 Review Day</p>	<p style="text-align: center;">Activity Title: Review Day-Family Feud</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will review Email Basics concepts to prepare for their assessment tomorrow <p>Standards:</p> <p>4.L.1/5.L.1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. f. Use verb tense to convey various times, sequences, states, and conditions.</p> <p>5.L.3: Use knowledge of language and its conventions when writing, speaking, reading, or listening.</p> <p>a. Choose words and phrases to convey ideas precisely.</p>
<p>Week 10 Lesson 4 Email Post Assessment</p>	<p style="text-align: center;">Activity Title: Email Post Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will take their Email Basics assessment <p>Standards:</p> <p>T.6.1.4: Identify, discuss, and chart elements that make an online resource useful, appropriate, and safe.</p> <p>T.6.2.3: Identify and discuss Internet telecommunications as a tool for communication and collaboration (e.g., email, messaging, and videoconferencing).</p> <p>W.4.3.2: Write the appropriate forms of common regular and irregular verbs, past, present, and past participle.</p>

Unit Description (Goals and Standards)

<p>Week 11 Lesson 1 Windows Pre-Assessment</p>	<p style="text-align: center;">Activity Title: Windows Pre-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will take the Windows Pre-Assessment <p>Standards:</p> <p>4.L.1/5.L.1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. f. Use verb tense to convey various times, sequences, states, and conditions.</p> <p>5.L.3: Use knowledge of language and its conventions when writing, speaking, reading, or listening.</p> <p>a. Choose words and phrases to convey ideas precisely.</p>
<p>Week 11 Lesson 2 Windows 10: Managing Windows</p>	<p style="text-align: center;">Activity Title: Managing Windows</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will begin to explore Microsoft Windows Operating system • Students will open and close programs • Recognize places on the computer where programs can be found • Identify places on the computer where commonly used programs can be saved for quick access <p>Standards:</p> <p>T.4.1.4: With a simple document, identify, discuss, and use menu/tool bar functions in word processing applications.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 11 Lesson 3 Windows 10: Operating Systems</p>	<p style="text-align: center;">Activity Title: Windows 10 Operating Systems</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Identify the operating system used by the computer • Identify the parts of Windows 10 interface <p>Standards:</p> <p>T.5.1.1: Identify and discuss components of multimedia.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 11 Lesson 4 Microsoft Programs</p>	<p style="text-align: center;">Activity Title: Microsoft Programs</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Recognize and name important computer programs and identify their function • Recognize file extensions • Become familiar with how Microsoft programs operate <p>Standards:</p> <p>T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p> <p>T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p>

Unit Description (Goals and Standards)

<p>Week 12 Lesson 1 Windows 10: File Storage, File Drives</p>	<p>Activity Title: Windows 10—File Storage, File Drives</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Locate places to store files on the computer • Move files to a different place on the computer • Move files in and out of the recycle bin • Empty the recycle bin <p>Standards:</p> <p>T.5.1.1: Identify and discuss components of multimedia.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p>
<p>Week 12 Lesson 2 Windows 10: Start Menu</p>	<p>Activity Title: Windows 10: Start Menu</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Find and open programs in the start menu • Use and get help to find information about the computer • Uninstall (delete) apps off the computer • Restart/logoff the computer <p>Standards:</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p> <p>T.1.4.2: Recognize and discuss strategies for identifying, solving, and preventing minor hardware and software problems.</p>
<p>Week 12 Lesson 3 Windows 10: Review and Test</p>	<p>Activity Title: Review and Windows 10 Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will prepare for their upcoming Windows 10 Assessment • Students will review previous Windows 10 content <p>Standards:</p> <p>T.5.1.1: Identify and discuss components of multimedia.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p> <p>T.1.4.1: Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle or copy and paste data between two windows on the desktop).</p>
<p>Week 12 Lesson 4 Certificates and Graduation Celebration</p>	<p>Activity Title: Certificates and Graduation Celebration</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Pass out student course certificates • Celebrate students’ achievements during the course of the semester <p>Standards:</p> <p>5.L.3: Use knowledge of language and its conventions when writing, speaking, reading, or listening.</p> <p>a. Choose words and phrases to convey ideas precisely.</p>