

Advanced Computers Pacing

METS		
Unit	Major Topics	Pacing
<p style="text-align: center;">1 - Copyright</p> <ul style="list-style-type: none"> ● 9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations ● 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) ● 9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project ● 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) ● 9-12.RI.2. identify, evaluate, and select appropriate online sources to answer content related questions ● 9-12.CT.2. analyze the capabilities and limitations of digital resources and evaluate their potential to address personal, social, lifelong learning, and career needs ● 9-12.DC.1. identify legal and ethical issues related to the use of information and communication technologies (e.g., properly selecting and citing resources) ● 9-12.DC.5. create appropriate citations for resources when presenting research findings ● 9-12.DC.6. discuss and adhere to fair use policies and copyright guidelines ● 9-12.TC.8. explain the differences between freeware, shareware, open source, and commercial software 	<ul style="list-style-type: none"> ● Copyright ● Fair Use ● Creative Commons 	<ul style="list-style-type: none"> ● 2 Weeks

<p>2 – Digital Citizenship</p>	<ul style="list-style-type: none"> 9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.1. identify various collaboration technologies and describe their use (e.g., desktop conferencing, webinar, listserv, blog, wiki) 9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CC.5. describe the potential risks and dangers associated with online communications 9-12.CC.6. use technology tools for managing and communicating personal information (e.g., finances, contact information, schedules, purchases, correspondence) 9-12.RI.4. distinguish between fact, opinion, point of view, and inference 9-12.RI.5 evaluate information found in selected online sources on the basis of accuracy and validity 9-12.RI.6. evaluate resources for stereotyping, prejudice, and misrepresentation 9-12.RI.8. research examples of inappropriate use of technologies and participate in related classroom activities (e.g., debates, reports, mock trials, presentations) 9-12.DC.1. identify legal and ethical issues related to the use of information and communication technologies (e.g., properly selecting and citing resources) 9-12.DC.2. discuss possible long-range effects of unethical uses of technology (e.g., virus spreading, file pirating, hacking) on cultures and society 9-12.DC.3. discuss and demonstrate proper netiquette in online communications 9-12.DC.4. identify ways that individuals can protect their technology systems from unethical or unscrupulous users 9-12.DC.5. create appropriate citations for resources when presenting research findings 9-12.DC.6. discuss and adhere to fair use policies and copyright guidelines 	<ul style="list-style-type: none"> Blog Ethical use of technology Netiquette Online safety Wiki 	<ul style="list-style-type: none"> 4 Weeks
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<p>3 –Office Software</p>	<ul style="list-style-type: none"> 9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.RI.3. demonstrate the ability to use library and online databases for accessing information (e.g., MEL, Proquest, Infospace, United Streaming) 9-12.CT.1. use digital resources (e.g., educational software, simulations, models) for problem solving and independent learning 9-12.TC.12. demonstrate how to import/export text, graphics, or audio files 9-12.TC.13. proofread and edit a document using an application’s spelling and grammar checking functions 	<ul style="list-style-type: none"> Microsoft Office Suite Google Docs Formatting Media integration Import/export content 	<ul style="list-style-type: none"> 3 Weeks
<p>4 - Presentation</p>	<ul style="list-style-type: none"> 9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.RI.2. identify, evaluate, and select appropriate online sources to answer content related questions 9-12.RI.5 evaluate information found in selected online sources on the basis of accuracy and validity 9-12.RI.7. understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources must always be researched 9-12.CT.3. devise a research question or hypothesis using information and communication technology resources, analyze the findings to make a decision based on the findings, and report the results 	<ul style="list-style-type: none"> PowerPoint Prezi Google Docs Copyright Creative Commons 	<ul style="list-style-type: none"> 3 Weeks

<p>5 – Audio</p>	<ul style="list-style-type: none"> 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CT.1. use digital resources (e.g., educational software, simulations, models) for problem solving and independent learning 9-12.TC.2. use an online tutorial and discuss the benefits and disadvantages of this method of learning 9-12.TC.4. describe uses of various existing or emerging technology resources (e.g., podcasting, webcasting, videoconferencing,, online file sharing, global positioning software) 9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills 9-12.TC.7. assess and solve hardware and software problems by using online help or other user documentation 9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf) 9-12.TC.12. demonstrate how to import/export text, graphics, or audio files 	<ul style="list-style-type: none"> Audio File Types Podcast Copyright 	<ul style="list-style-type: none"> 3 Weeks
<p>6 – Video</p>	<ul style="list-style-type: none"> 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CT.1. use digital resources (e.g., educational software, simulations, models) for problem solving and independent learning 9-12.TC.2. use an online tutorial and discuss the benefits and disadvantages of this method of learning 9-12.TC.4. describe uses of various existing or emerging technology resources (e.g., podcasting, webcasting, videoconferencing, online file sharing, global positioning software) 9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills 9-12.TC.7. assess and solve hardware and software problems by using online help or other user documentation 9-12.TC.10. identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf) 9-12.TC.12. demonstrate how to import/export text, graphics, or audio files 	<ul style="list-style-type: none"> Linear Editing Non-linear Editing File extensions Resolution Compression 	<ul style="list-style-type: none"> 3 Weeks

<p>7 – General Computer Knowledge</p>	<ul style="list-style-type: none"> 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CC.1. identify various collaboration technologies and describe their use (e.g., desktop conferencing, webinar, listserv, blog, wiki) 9-12.CT.2. analyze the capabilities and limitations of digital resources and evaluate their potential to address personal, social, lifelong learning, and career needs 9-12.TC.4. describe uses of various existing or emerging technology resources (e.g., podcasting, webcasting, videoconferencing, online file sharing, global positioning software) 9-12.TC.5. identify an example of an assistive technology and describe its potential purpose and use 	<ul style="list-style-type: none"> Hardware Software URL RAM Network Server USB Compatibility Hard Disk Sound/Video Card Memory 	<ul style="list-style-type: none"> 3 Weeks
<p>8 - Coding</p>	<ul style="list-style-type: none"> 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, web sites, presentations, photo galleries) 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CC.1. identify various collaboration technologies and describe their use (e.g., desktop conferencing, webinar, listserv, blog, wiki) 9-12.TC.1. complete at least one online credit, or non-credit, course or online learning experience 9-12.TC.2. use an online tutorial and discuss the benefits and disadvantages of this method of learning 9-12.TC.6. participate in a virtual environment as a strategy to build 21st century learning skills 	<ul style="list-style-type: none"> Code Academy HTML JAVA CSS 	<ul style="list-style-type: none"> 4 Weeks

	<ul style="list-style-type: none"> 9-12.CI.1. apply advanced software features (e.g. built-in thesaurus, templates, styles) to redesign the appearance of word processing documents, spreadsheets, and presentations 9-12.CI.2. create a web page (e.g., Dreamweaver, iGoogle, Kompozer) 9-12.CI.3. use a variety of media and formats to design, develop, publish, and present projects (e.g., newsletters, websites, presentations, photo galleries) 9-12.CC.2. use available technologies (e.g., desktop conferencing, e-mail, videoconferencing, instant messaging) to communicate with others on a class assignment or project 9-12.CC.3. collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) 9-12.CC.4. plan and implement a collaborative project using telecommunications tools (e.g., ePals, discussion boards, online groups, interactive web sites, videoconferencing) 9-12.DC.3. discuss and demonstrate proper netiquette in online communications 9-12.DC.6. discuss and adhere to fair use policies and copyright guidelines 9-12.TC.12. demonstrate how to import/export text, graphics, or audio files 9-12.TC.13. proofread and edit a document using an application's spelling and grammar checking functions 	<ul style="list-style-type: none"> Bandwidth Browser Cache DNS Domain GUI HTTP/S Hyperlink Meta Data URL Web Page 	<ul style="list-style-type: none"> 4 Weeks
<p>8 – Web Design</p>	<ul style="list-style-type: none"> 9-12.TC.3. explore career opportunities, especially those related to science, technology, engineering, and mathematics and identify their related technology skill requirements 	<ul style="list-style-type: none"> Sketch up Proprietary software 	<ul style="list-style-type: none"> 2 Weeks
<p>10 – Tech Careers</p>	<ul style="list-style-type: none"> 9-12.TC.3. explore career opportunities, especially those related to science, technology, engineering, and mathematics and identify their related technology skill requirements 	<ul style="list-style-type: none"> Sketch up Proprietary software 	<ul style="list-style-type: none"> 2 Weeks
<p>Final Project</p>		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 3 Weeks