

Curriculum Planning Document – Educational Technology

Content Area/Grade Level: High School Electives: Educational Technology

Course Description:

Computer Applications: Microsoft® Office® 2007

This one-semester course is intended for high school students. The course is divided into four units: Word®, Excel®, PowerPoint®, and Outlook®. Lessons contain application activities designed to provide students hands-on experience with tasks such as creating flyers, brochures, schedules, presentations, and mail merge. *Microsoft Office; Word; Excel; PowerPoint and Outlook are registered trademarks of Microsoft Corporation in the United States and/or other countries.

	Educational Delivery Methodologies	Evidence of Mastery	Comments
Strand 1: Creativity and Innovation			
<p>Concept 1: Knowledge and Ideas: Use technology to generate knowledge and new ideas.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program’s layout • Modeling of document creation, revising, and editing in Word, Excel, PowerPoint, and Outlook • Apply Your Knowledge component allows students to practice newly acquired skills by working in the application • Synthesis: Students generate Mail Merge, brochures, spreadsheets, presentations, and sample emails 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	Computer Applications

<p>Concept 2: Models and Simulations Use digital models and simulations to examine real-world connections, explore complex systems and issues, and enhance understanding.</p>	N/A		*discussed in Core Content courses
<p>Concept 3: Trends and Possibilities Use technology to forecast trends and possibilities.</p>	N/A		*discussed in Core Content courses
<p>Concept 4: Original Works Use technology to create original works in innovative ways.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program’s layout • Modeling of document creation, revising, and editing in Word, Excel, PowerPoint, and Outlook • Apply Your Knowledge component allows students to practice newly acquired skills by working in the application • Synthesis: Students generate Mail Merge, brochures, spreadsheets, presentations, and sample emails 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	Computer Applications

Strand 2: Communication and Collaboration

Concept 1: Effective Communications and Digital Interactions
Communicate and collaborate with others employing a variety of digital environments and media.

- Video lectures
- Audio-visual vocabulary and definitions
- Images and graphics of Microsoft Office buttons to assist learning the program's layout
- Modeling of document collaboration in Word, Excel, PowerPoint, and Outlook
- "Collaborate with Others" under each feature of Microsoft Office that instructs the student on communicating or collaboration as a team using a Word, Excel, PPT, or Outlook email document. Ex. Track Changes, Mail Merge, Comments, email

- Online Content questions
- Apply Your Knowledge
- Journal activity
- Homework/ Practice
- Quiz
- Test
- Cumulative Exam

Computer Applications

<p>Concept 2: Digital Solutions Contribute to project teams to produce original works or solve problems.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program's layout • Modeling of document collaboration in Word, Excel, PowerPoint, and Outlook • "Collaborate with Others" under each feature of Microsoft Office that instructs the student on communicating or collaboration as a team using a Word, Excel, PPT, or Outlook email document. Ex. Track Changes, Mail Merge, Comments, email 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	<p>Computer Applications</p>
<p>Concept 3: Global Connections Create cultural understanding and global awareness by interacting with learners of other cultures.</p>	<p>N/A</p>		

Strand 3: Research and Information Literacy			
Concept 1: Planning Plan strategies to guide inquiry.	N/A		*addressed within Core Content courses
Concept 2: Processing Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.	N/A		*addressed within Core Content courses
Strand 4: Critical Thinking, Problem Solving and Decision Making			
Concept 1: Investigation Identify and define authentic problems and significant questions for investigations.	N/A		

<p>Concept 2: Exploring Solutions Plan and manage activities to develop solutions to answer a question or complete a project.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program's layout • Modeling step-by-step approach for document creation in Word, Excel, PowerPoint, and Outlook • Apply Your Knowledge tasks ask students to plan and execute the steps required to complete a project, i.e. create a spreadsheet, write a brochure 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	<p>Computer Applications</p>
<p>Strand 5: Digital Citizenship</p>			
<p>Concept 1: Safety and Ethics Advocate and practice safe, legal, and responsible use of information and technology.</p>	<p>N/A</p>		<p>*discussed in Core Content courses</p>

<p>Concept 2: Leadership for Digital Citizenship Demonstrate leadership for digital citizenship.</p>	<p>N/A</p>		
<p>Concept 3: Impact of Technology Develop an understanding of cultural, historical, economic and political impact of technology on individuals and society.</p>	<p>N/A</p>		<p>*discussed in Social Studies curriculum</p>

Strand 6: Technology Operations and Concepts

<p>Concept 1: Understanding Recognize, define and use technology processes, systems, and applications.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program's layout • Modeling of document creation in Word, Excel, PowerPoint, and Outlook • Lessons teach students ways to determine the best application to use for a specific task, e.g., a Word document for an essay; an Excel spreadsheet to track data trends 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	<p>Computer Applications</p>
<p>Concept 2: Applications Select and use applications effectively and productively.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program's layout • Modeling of document creation in Word, Excel, PowerPoint, and Outlook • Lessons teach students ways to determine the best application to use for a specific task, e.g., a Word document for an essay; an Excel spreadsheet to track data trends 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	<p>Computer Applications</p>

<p>Concept 3: Problem Solving Define problems and investigate solutions in systems and processes.</p>	<ul style="list-style-type: none"> • Video lectures • Audio-visual vocabulary and definitions • Images and graphics of Microsoft Office buttons to assist learning the program's layout • Modeling of document creation in Word, Excel, PowerPoint, and Outlook • Lessons teach students ways to determine the best application to use for a specific task, e.g., a Word document for an essay; an Excel spreadsheet to track data trends 	<ul style="list-style-type: none"> • Online Content questions • Apply Your Knowledge • Journal activity • Homework/ Practice • Quiz • Test • Cumulative Exam 	<p>Computer Applications</p>
<p>Concept 4: Transfer of Knowledge Transfer current knowledge to learning of new technologies.</p>	<p>N/A</p>		