

PACING GUIDE FOR COMPUTER DISCOVERY

Teacher: Janice Ruth Watson

2007/2008

WEEK NO.	DATE	OBJECTIVE
1.	Aug. 8 –10	<ol style="list-style-type: none">1. Identify school policies, program policies, and procedures related to computer discovery. (1-1a, 1b)2. Discuss ethics and quality assurance. (1-2a, 2b, 2c)3. Discuss educational, occupational, and leadership opportunities. (1-3a)4. Recognize the importance of computer literacy. (1-4a, 4b)5. Explore the philosophy of the school to careers initiative. (1-5a, 5b)
2.	Aug. 13 – 17	<ol style="list-style-type: none">1. Explain basic computer usage. (2-1a, 1b,1c)2. Perform basic computer operations related to computer usage. (2-a, 2b)
3.	Aug 20 – 24	<ol style="list-style-type: none">1. Explore career interest using the cluster areas as related to computer discovery. (2-3)
4.	Aug. 27 – 31	<ol style="list-style-type: none">1. Perform basic Windows applications. (3-1a, 1b,1c)
5.	Sept. 3 – 7	<ol style="list-style-type: none">1. Perform basic keyboarding applications. (4-1a, 1b)
6.	Sept. 10 –14	<ol style="list-style-type: none">1. Perform basic keyboarding applications. (4-1a, 1b)
7.	Sept. 17 – 21	<ol style="list-style-type: none">1. Perform basic keyboarding applications. (4-1a, 1b)
8.	Sept. 24 – 28	<ol style="list-style-type: none">1. Perform basic keyboarding applications. (4-1a, 1b)
9.	Oct. 1 – 5	<ol style="list-style-type: none">1. Perform basic keyboarding applications. (4-1a, 1b)

10.	Oct. 8 – 12	1. Review for 9 weeks test. 2. 9 weeks test 3. Catch up/Make up
11.	Oct. 15 – 19	1. Perform basic keyboarding applications. (4-1a, 1b)
12.	Oct. 22- 25	1. Perform basic keyboarding applications. (4-1a, 1b)
13.	Oct. 29 – Nov.2	1. Perform basic keyboarding applications. (4-1a, 1b)
14.	Nov. 5 – 9	1. Perform basic keyboarding applications. (4-1a, 1b)
15.	Nov. 12 – 16	1. Perform basic keyboarding applications. (4-1a, 1b)
	Nov. 19 - 22	Out for Thanksgiving Holidays
16.	Nov. 26 - 30	1. Perform basic keyboarding applications. (4-1a, 1b)
17.	Dec. 3 – 7	1. Perform basic keyboarding applications. (4-1a, 1b)
18.	Dec. 10 – 14	1. Perform basic keyboarding applications. (4-1a, 1b)
19.	Dec. 17 – 21	1. Semester Exams
	Dec. 24 – 28	Out for Christmas Holidays
	Dec. 31 – Jan. 4	Out for Christmas Holidays
20.	Jan. 7 – 11	1. Perform basic word processing applications. (5 – 1a, 1b)
21.	Jan. 14 – 18	1. Perform basic word processing applications. (5 – 1a, 1b)
22.	Jan. 21 – 25	1. Perform basic word processing applications. (5 – 1a, 1b)
23.	Jan. 28 – Feb. 1	1. Create business correspondence (5-2a, 2b, 2c)

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| 24. | Feb. 4 – 8 | 1. Create business correspondence (5-2a, 2b, 2c) |
| 25. | Feb. 11 – 15 | 1. Format and print a research paper. (5-3) |
| 26. | Feb. 18 – 22 | 1. Format and print a research paper. (5-3) |
| 27. | Feb. 25 - 29 | 1. Format and print a research paper. (5-3) |
| 28. | Mar. 3 – 7 | 1. Explain desktop publishing applications. (6-1, 2, 3) |
| 29. | Mar 10 – 14 | 1. Review for 9 weeks test.
2. 9 weeks test.
3. Make up/Catch up. |
| | Mar. 17 – 21 | Spring Break |
| 30. | Mar. 24 – 28 | 1. Explain basic spreadsheet applications . (7-1a)
2. Perform basic spreadsheet applications. (7-2a, 2b, 2c) |
| 31. | Mar. 31 – Apr. 4 | 1. Perform basic spreadsheet applications. (7-2a, 2b, 2c) |
| 32. | Apr. 7 – Apr. 11 | 1. Develop and graph spreadsheet data. (7-3a, 3b) |
| 33. | Apr. 14 – 18 | 1. Explain database applications. (8-1a)
2. Perform basic database applications (8-2a, 2b, 2c) |
| 34. | Apr. 21 – 25 | 1. Design, create, save a database. ((8-3a, 3b) |
| 35. | Apr. 28 – May 2 | 1. Explain telecommunication applications. (9-1a, 1b, 1c)
2. Utilize applications of telecommunications. (9-2a, 2b, 2c, 2d, 2e)
3. Discuss design and development of a web page. (9-3a, 3b) |
| 36. | May 5 – 9 | 1. Introduce PowerPoint presentations. (10-1a, 1b)
2. Prepare a presentation. (10-2a,2b,2c) |

37. May 12 – 16
1. Prepare a presentation. (10-2a, 2b, 2c)
 2. Present a presentation to class. (10-2a, 2b, 2c)
38. May 19 – 21
1. Review.
 2. Semester exams.
 3. Make up/Catch up.