

First Nine Weeks

Week(s)	Topics & Objectives	Standards
1	Orientation, Ethics, & Internet Tools	<ol style="list-style-type: none"> 1. Identify school policies, program policies, and safety procedures related to ICT I. 2. Demonstrate responsible use of technology. 5. Interact with teachers, peers, and course material using a learning management system.
2	Orientation, Ethics, & Internet Tools	<ol style="list-style-type: none"> 1. Identify school policies, program policies, and safety procedures related to ICT I. 2. Demonstrate responsible use of technology. 5. Interact with teachers, peers, and course material using a learning management system.
3	Orientation, Ethics, & Internet Tools & 21 st Century Learner Toolbox	<ol style="list-style-type: none"> 3. Investigate social and ethical issues related to technology in the context of the Law, Public Safety, and Corrections & Security career cluster. 4. Explain telecommunications & how it is used to effectively locate, evaluate, and collect information. 1. Differentiate between various learning styles, personality traits, and leadership styles found within the classroom and workplace.
4	Computing Fundamentals & Operating Systems & 21 st Century Learner Toolbox	<ol style="list-style-type: none"> 2. Demonstrate how to properly care for and maintain computer equipment. 3. Discover the purposes of various operating systems. 2. Demonstrate effective time management skills, study skills, and test-taking strategies.
5	Computing Fundamentals & Operating Systems	<ol style="list-style-type: none"> 2. Demonstrate how to properly care for and maintain computer equipment. 3. Discover the purposes of various operating systems.
6	Computing Fundamentals & Operating Systems	<ol style="list-style-type: none"> 1. Discover computer systems in the context of the Information Technology career cluster.
7	Keyboarding	<ol style="list-style-type: none"> 1. Demonstrate an understanding of basic keyboarding information.
8	Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications.

9	Keyboarding	2. Perform keyboarding applications.
Second Nine Weeks		
Week(s)	Topics & Objectives	Standards
10	Word Processing & Keyboarding	2. Perform keyboarding applications. 2. Perform basic word processing applications.
11	Word Processing & Keyboarding	2. Perform keyboarding applications. 2. Perform basic word processing applications.
12	Word Processing & Keyboarding	2. Perform keyboarding applications. 2. Perform basic word processing applications.
13	Word Processing & Keyboarding	2. Perform keyboarding applications. 2. Perform basic word processing applications.
14	Word Processing & Keyboarding	2. Perform keyboarding applications. 2. Perform basic word processing applications.
15	Word Processing & Keyboarding	2. Perform keyboarding applications. 3. Generate business correspondence using word processing software.
16	Word Processing & Keyboarding	2. Perform keyboarding applications. 3. Generate business correspondence using word processing software.
17	Word Processing & Keyboarding	2. Perform keyboarding applications. 3. Generate business correspondence using word processing software.

18	Word Processing & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 1. Investigate word processing skills in the context of the Education and Training Career Cluster. 3. Generate business correspondence using word processing software.

Third Nine Weeks

Week(s)	Topics & Objectives	Standards
19	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications.
20	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications.
21	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications.
22	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation.
23	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation.
24	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation.
25	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 1. Investigate multimedia presentation skills in the context of the Hospitality and Tourism career cluster. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation. 4. Present using a multimedia presentation.

26	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 1. Investigate multimedia presentation skills in the context of the Hospitality and Tourism career cluster. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation. 4. Present using a multimedia presentation.
27	Multimedia Presentations & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 1. Investigate multimedia presentation skills in the context of the Hospitality and Tourism career cluster. 2. Demonstrate basic multimedia presentation applications. 3. Create a multimedia presentation. 4. Present using a multimedia presentation.

Fourth Nine Weeks		
Week(s)	Topics & Objectives	Standards
28	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate the history of social media.
29	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate the history of social media.
30	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate the history of social media.
31	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ul style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate social media in the context of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues. 3. Analyze the roles of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues.

32	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate social media in the context of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues. 3. Analyze the roles of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues.
33	21 st Century Learner Toolbox, Social Media, & Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters. 1. Investigate social media in the context of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues. 3. Analyze the roles of Government & Public Administration & Law, Public Safety Corrections, & Security careers that address social media issues.
34	21 st Century Learner Toolbox, & Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters.
35	21 st Century Learner Toolbox, & Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters.
36	21 st Century Learner Toolbox, & Keyboarding	<ol style="list-style-type: none"> 2. Perform keyboarding applications. 3. Demonstrate the skills required to be productive citizens in the 21st century. 4. Explore careers in each of the 16 National Career Clusters.