Curriculum Map Template
Computer Applications II

Teacher: Mrs. Lawall

Week	Unit Name (Topic)	Lesson	Objectives	Standards and Eligible Content	Resources	Assessments	Adaptations Modifications	Vocab
1-2	Windows Operating System- Microsoft Word Comprehensive 2013 SCS	Windows 10 and File Explorer	Learn Windows 10 operating system, File Explorer, keyboard shortcuts, MS Office componen ts	15.4.12.E 15.4.12.F 15.3.12.W	Computer Applications textbook textbook data files Windows 10 operating system computer Teacher website	Windows Screenshot Quiz Project based assignments	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Windows Operating system terms – link available on teacher website
3-4	Chapter 1- Microsoft Word 2013 Comprehensive SCS	Creating a Flyer with a Picture	Spelling/G rammar check, Formatting text and paragraph s, using themes, inserting graphics	15.3.12.B 15.3.12.D	Computer Applications textbook textbook data files Microsoft Word 2013 computer Teacher website	Project based assignments Chapter 1 Test - Flyers	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 1 terms – link available on teacher website
5-6	Chapter 3- Microsoft Word 2013 Comprehensive SCS	Business Letter with a Letterhead and Table	Margins, inserting shapes, text wrapping	15.3.12.B 15.3.12.D	Computer Applications textbook textbook data files	Project based assignments	Note: Practice test precedes each test	Chapter 3 terms – link available on teacher website

			clipart, paragraph borders, hyperlinks, styles, tables, and mailing functions		Microsoft Word 2013, computer, Teacher website	Chapter 3 – Business Letters	Teacher website with links available to: *Help and practice resources *challenge exercises	
7-8	Career Research	Job Shadow Letters	Research a career, Job Shadow Letters - find an employer to job shadow within that career and write a job shadow letter request	15.3.12.B 15.3.12.D 15.2.12.A 13.1.11.A-B 15.2.12.B 15.2.12.D	Microsoft Word 2013, computer, Teacher website, Internet research	Job Shadow Letter	Samples given on teacher website	
9	Chapter 5- Microsoft Word 2013 Comprehensive SCS	Using a Template to Create a Resume and Sharing a Finished Document	Templates, margins, themes, styles, saving as different formats, hyperlinks	15.3.12.B 15.3.12.D 15.2.12.A 13.1.11.A-B 15.2.12.B 15.2.12.D	Microsoft Word 2013, computer, Teacher website, Internet research	Resume	Samples given and templates used	Chapter 5 terms – link available on teacher website
10-11	Chapter 4- Microsoft Word 2013 Comprehensive SCS	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Paragraph borders and indentation, SmartArt, character	15.3.12.B 15.3.12.D 15.3.12.C	Computer Applications textbook, textbook data files, Microsoft Word 2013,	Project based assignments Chapter 4 – Sales Proposals	Note: Practice test precedes each test Teacher website with links available to:	Chapter 4 terms – link available on teacher website

			effects, Section breaks, headers and footers, format painter, sorting watermarks, working with tables		computer, Teacher website		*Help and practice resources *challenge exercises	
12-14	Chapter 7- Microsoft Word 2013 Comprehensive SCS	Creating a Newsletter with a Pull-Quote and Graphics	WordArt, custom tab stops, formatting graphics, multiple columns, hyphenation, drop caps, text boxes, page borders	15.3.12.B 15.3.12.D 15.3.12.G	Computer Applications textbook, textbook data files Microsoft Word 2013, computer, Teacher website	Project based assignments Chapter 7 – Newsletters	Note: Practice test precedes each test Teacher website with links available to: *Help and practice resources *challenge exercises	Chapter 7 terms – link available on teacher website
15-16	DESKTOP PUBLISHING INTEGRATED PROJECT	Stocking Stuffers Christmas Projects	Combines all skills learned throughout course	15.3.12.B 15.3.12.D 15.3.12.G	Stocking Stuffers assignment handout, Microsoft Word 2013, computer, Teacher website	Custom Project Business logo Business Card Business Letterhead Business Flyer		
17-18	DESKTOP PUBLISHING FINAL PROJECT	Choice of Desktop Final Projects	Combines all skills learned throughout course	15.3.12.B 15.3.12.D 15.3.12.G	Final project handout, Microsoft Word 2013	Choice Examples: Magazine covers		

					computer Teacher website	Trifold Travel Brochures Restaurant Menus		

***Big Idea page will be added**