| RCPS Curriculum Pacing Guide | | | | |
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| 2013-2014 | | | | |
| Subject: Computer Applications | | | | |
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| WEEK | SOL # | UNIT | BLOOM'S | OBJECTIVES |
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| Week 1 | 040-047 | Computer Components | Describing Explaining Demonstrating | Describe ergonomic guidelines related to safe computer use.Explain the functions of computer system components. Boot, access, and exit operating system and software.Input data and commands, using peripherals.Manage files and disks, using file- and disk-management techniques.Determine available memory and disk space. Create backup file. Obtain assistance for preparing documents, using electronic and hard copy references and documentation. |
| Week 2 | 038, 039 | Proofreading | Critiquing Checking | Proofread and edit copy |
| Week 3 | 056, 057, 058, 059, 060, 061, 076 | Databases | Identifying Designing Classifying Explaining | Identify a variety of database programs. Explain how to create a database. Manipulate data, process data, access data by conducting queries.  Design and produce reports in various formats. Use databases to locate and obtain information |

| Week 4 | 001-007, 033, 085, 086, 087, 020, 021, 078, 079, 080 | Ethical issues related to Computers/Systems | Demonstrating Identifying Recognizing Explaining | Demonstrate positive work ethic, integrity, teamwork skills, self-representation skills, diversity awareness, conflict-resolution skills, and creativity and resourcefulness. Identify Internet safety issues and procedures for complying with acceptable use standards. Identify common hazards associated with the use of compact discs. Identify methods of preventing importation of computer viruses and troubleshoot hardware problems. Demonstrate an understanding of Internet use and security issues. Demonstrate telecommunications skills. Explain concepts of confidentiality, security, integrity, and courtesy, related to computer systems. Identify security issues related to computer data. Explain concepts related to copyright, public domain, and licensing agreements. |
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| Week 5 | 048-052 | Word | | Identify a variety of word processing program. Key and format letters, memoranda, reports, outlines, and tables. Compose and format letters, memoranda, reports, outlines, and tables, using the steps of the English writing process. Edit documents, using techniques such as delete, insert, typeover, block, move, and copy Enhance documents by using page layout and graphic design features. |
| Week 6 | 048-051, 053, 054, 055 | Word | Identifying Using Critiquing Constructing Remembering | Identify a variety of word processing programs. Key and format letters, memoranda, reports, outlines, and tables. Compose and format letters, memoranda, reports, outlines, and tables, using the steps of the English writing process. Edit documents, using techniques such as delete, insert, typeover, block, move, and copy.  Use features such as headers, footers, justification, and pagination Set printer specifications. Integrate database data, spreadsheet data, and graphics into a word-processed document |

| Week 7 | 001-013, 020, 021, 027, 029, 094, 015, 018,019 | Nontraditional Workgroup Project | Demonstrating Identifying Recognizing Explaining | Demonstrate effective speaking and listening skills, demonstrate effective reading and writing skills, and demonstrate critical-thinking and problem-solving skills. Demonstrate healthy behaviors and safety skills. Demonstrate an understanding of workplace organizations, systems, and climates. Demonstrate lifelong-learning skills. Demonstrate time-, task-, and resource-management skills. Demonstrate proficiency with technologies common to a specific occupation. Demonstrate information technology skills, an understanding of Internet use and security issues. Demonstrate telecommunications skills. Examine labor issues related to an industry/organization. Examine health, safety, and environmental issues related to an industry/organization.<br>Identify potential employment barriers for nontraditional groups and ways to overcome the barriers |
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| Week 8 | 062, 063, 064 | Excel | Identifying Using Critiquing | Identify a variety of spreadsheet programs. Enter data and formulas in a spreadsheet. Edit data in a spreadsheet |
| Week 9 | 064, 065, 066 | Excel | Demonstrating Analysing Checking Interpreting | Edit data in a spreadsheet. Analyze data in a spreadsheet. Create graphs and charts to visually represent spreadsheet values. |
| Week 10 | 067, 068, 069, 070 | PowerPoint | Identifying Providing Retrieving | Identify graphic features commonly incorporated into a variety of media. Incorporate graphic features into documents. Create artwork for incorporation into documents. Design and produce a document featuring graphics. |
| Week 11 | 067, 068, 069, 070 | PowerPoint | Identifying Providing Retrieving Remembering | Identify graphic features commonly incorporated into a variety of media. Incorporate graphic features into documents. Create artwork for incorporation into documents. Design and produce a document featuring graphics. |

| Week 12 | 001-008 | Making an Impression/Leadership | Demonstrating Retrieving | Demonstrate positive work ethic, integrity, teamwork skills, self-representation skills, diversity awareness, conflict-resolution skills, and creativity and resourcefulness. Demonstrate effective speaking and listening skills, demonstrate effective reading and writing skills, and demonstrate critical-thinking and problem-solving skills. Demonstrate effective speaking and listening skills |
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| Week 13 | 067, 068, 069, 070 | PowerPoint | Identifying Providing Retrieving | Identify graphic features commonly incorporated into a variety of media. Incorporate graphic features into documents. Create artwork for incorporation into documents. Design and produce a document featuring graphics |
| Week 14 | 089, 090, 091, 092, 093 | Job Enhancement Skills/Mock Interviewing | Providing Demonstrating Recognizing | Create a resume and a job application form.  Demonstrate successful interviewing techniques and compose an interview follow-up letter. Assemble a professional porfolio |
| Week 15 | 001-007, 022-029 | Business: Current Events | Examining Demonstrating | Demonstrate positive work ethic, integrity, teamwork skills, self-representation skills, diversity awareness, conflict-resolution skills, and creativity and resourcefulness. Demonstrate effective speaking and listening skills, demonstrate effective reading and writing skills, and demonstrate critical-thinking and problem-solving skills. Demonstrate effective speaking and listening skills. Examine aspects of an Industry |
| Week 16 | 001-010, 013-017, 067-070, 088, 022-033 | Career Project | Demonstrating Identifying Retrieving Examining | Demonstrate effective speaking and listening skills. Demonstrate effective reading and writing skills. Demonstrate critical-thinking and problem-solving skills. Demonstrate lifelong-learning skills, demonstrate job-acquisition and advancement skills. Demonstrate tim-, task-, and resource-management skills. Demonstrate job-specific mathematics. Demonstrate customer-service skills.  Identify graphic features commonly incorporated into a variety of media. Incorporate graphic features into documents. Create artwork for incorporation into documents. Design and produce a document featuring graphics. Research career opportunities. Examining aspects of an industry and elements of student life. |
| Week 17 | 001, 002, 014, 016, 017 | Self-representation | Demonstrating | Demonstate positive work ethic and integrity. Demonstrate job-acquisition and advancement skills. Demonstrate job-specific mathematics skills. Demonstrate customer-service skills |

| Weel 18 | 001-013 | Personal Qualities/Skills | Demonstrating Analysing | Demonstrate positive work ethic, integrity, teamwork skills, and self-representation skills. Demonstrate diversity awareness. Demonstrate conflict-resolution skills. Demonstrate creativity and resourcefulness.  Demonstrate effective speaking and listening skills. Demonstrate effective writing and reading skills. Demonstrate critical-thinking and problem-solving skills.                Demonstrate healthy behaviors and safety skills. Demonstrate an understanding of workplace organizations, systems, and climates. Demonstrate lifelong-learning skills |
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A complete list of these competencies can be found at: 
http://www.cteresource.org/verso2/framework/tasklist/business_and_information_technology/computer_applications_661136wks_661718wks/2011/6617