Computer Literacy Curriculum Guide
Pine Middle School, WCSD, Reno NV
Mrs. Erna Slingland

Unit/ NV Standards	Lesson	Topic	Assignments to Complete	Vocabulary & Assessments
Getting Started 6.B.8.1	L 1	Procedures/ Rules/Expectations	**Parent/Student Use Agreement**	**5 Rules** **Computer Policies** **Student Responses** Class/Yes, Hands & Eyes, Teach/OK, Mirror Knowledge of Expectations/ Rules
	L 2	Review Procedures Log-in Protocol Create Folders Class Web Page: Explore	Learn/ Demonstrate procedures Correctly log on and log off or shut down computers Folders Created for all Courses: Computers divided: Journals, Keyboarding, Excel, Word, Careers, Misc.	
Keyboarding St: 6.A.8.2 Basics (Word) 6.B.8.1 6.A.12.1 6.B.12.1	L 3	Keyboard: Home Row Review Class Rules, Policies, etc. Word Document: Header Information Hand Positions: Home Row Eyes on Copy Practice as a Group/ Rhythm	Keyboard Practice with a WORD Doc. (info in header), saved with correct protocol to Computers/keyboard folder	Folders created in Student Files **Vocabulary:** Folders, Files, Server, Home Row Qwerty, Space Bar, Audience Protocol, Header/Footer, Border Background, Font
Keyboard 6.A.8.2	L4	Keyboard: Home Row Nevada Standards: What are they? Use Class Website Search for Standards	Check Keyboard Document Review Current Vocabulary Share Standard and threads with class. Be able to explain the importance of Standards **Use Agreement Due**	**Save Protocol:** **Save as: CL(2).(name).(title)**

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Keyboarding St: 6.A.8.2 Basics (Word) 2.B.8.2 (journal) 2.B.12.2(journal) 6.B.8.1 6.A.12.1 6.B.12.1	L 5	Keyboard: Home Row Open Word Document from Files (KB Practice) KB Practice: Home Keys Correctly Save to files Explore/ Create with Word: Create a Journal Audience/Headers/ Footers/Fonts/ Borders/ Background	Complete and Save Keyboard Practice *Journal A:* **Audience: School Principal** Design Journal: **Entry 1/Class Cooperation Rules/Date** Use items listed in *Topic.* List Rules: Different Font, Font Sizes, Colors, all one page.	**Journal A/ Entry 1** Correctly completed: Headers/Footers Entries correctly labeled Entries meet requirements
Keyboard 6.A.8.2 **Basics** 1.A.12.1 6.B.8.1 6.A.12.1 6.B.12.1	L 6	Keyboard Practice: Home Row Image Capture 3 Ways & more! 1. Alt/PrtScrn 2. Word: Insert/Screenshot 3. Start menu: Snipping Tool	*Journal A:* **Entry 2/ 3 Image Captures/ Date** Use Pinemscomputers.weebly.com Capture 3 Different Images Use a different method each time Paste to Journal Entry Size to fit 3 on a page Insert a Caption for each	**Journal A Entry 2** Sized and labeled images
Keyboard Baseline Assessment 6.A.8.2	L 7	Keyboard Practice: Home Row Prep for a keyboard Test Create New Word Document KEYBOARD PROOF Header/Footer **Baseline Keyboard Assessment** Goal Setting for Mid Quarter Open Keyboard Proof document Typingtest.com Internet Search/Image Capture: Something you like	Keyboard Baseline Assessment (2 tests) English, 3 Minutes, Aesop's Fables Image Capture results Paste to KBPROOF Document Use "Wrap Text" : move & locate images Caption with Test # and Date. Complete Keyboard Proof Document **Save as: Cl(2).(name).KBProof** **Journal A** **Entry 3/ Image Capture, Caption/Date** Image that tells something about you	Keyboard Proof Document Baseline Keyboard Scores as Image Captures with Captions. Student Goals **Journal A Entry 3**

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Keyboard 6.A.8.2 Basics: Paragraphs Basics PDF/ Moving Files Basics: Word/Tables Basics: Passwords Basics: Passwords 4.B.8.1 5.A.8.1 5.A.8.2 5.A.12.1 5.A12.2	L 8	Keyboard: Home Row Moving Files Open/Save Options **Using a PDF** Use Student Shared Files, Move Files Compare Student Acceptable Use Agreement in Word and PDF formats Practice Mark- ups File: **KEYBOARD SCORES PDF** Move to student's files/Rename Enter Keyboard Scores / Mid Q Goals From KEYBOARD PROOF DOC **Paragraphs:** Format & Expectations for complete paragraphs. (Use Student Planner; discuss)	**Journal A** **Entry 4/PDF Purpose/Date** Complete Paragraph: Explain the purpose for a PDF document. Read and Practice Annotation for Acceptable Use Policy. Complete and Save KEYBOARD SCORES Correctly Placed on PDF document	Completed and Saved KEYBOARD SCORES PDF document **Vocabulary:** PDF: Portable Document Format
	L 9	Keyboard: Words with the Home Row Correct Passwords: what should they include? What should not be used? Creating personal Passwords Tables: How to create in Word Keyboard shortcut: CTRL S, CTRL A. CTRL P	Internet Search /Video/Discussion Topic : Secure Passwords **Journal A** **Entry 5/Passwords/Date** Table:2 columns/5 Rows: merge top row: Create 3 User Names & Excellent Passwords	**Journal A Entry 5** Check for Appropriate User Names and Safe Passwords **Vocabulary:** Merge, Center, "undo tool", shortcuts: CTRL S, CTRL A, CTRL P
	L 10	Keyboard: Phrased with the Home Row Review Strong Passwords. Typing.com Open Account Preset (teacher) Students log on Explore/Discuss site	**Journal A** **Entry 6/Strong Pswrds/ Date** Paragraph: Importance of having a password that is difficult to recognize Typing.com lesson 1	**Journal A/Entry 6** Password paragraph Discussion/ Comments for Strong Passwords

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Keyboard 6.A.8.2 Basics: Edmodo 4.B.8.1 5.A.8.1 5.A.8.2 5.A.12.1 5.A12.2	L 11	Keyboard: Independent on Typing.com Catch up: Check assignments Use Class Webpage to find information **Edmodo** Appropriate Conduct/ Posts Create Accounts Take a Poll Create a Profile with an Avatar	All previous assignments complete and correctly saved. Keyboard Practice Document Journal A Entries 1-6 Keyboard Scores and Proof Documents Edmodo account: Appropriate content	Edmodo: Check for Profile Content **Vocabulary:** Edmodo, Social Media, Poll, Profile, Avatar
Keyboard 6.A.8.2 Basics: Edmodo 4.B.8.1 5.A.8.1 5.A.8.2 5.A.12.1 5.A12.2	L 12	Keyboard: Independent on Typing.com Edmodo Uploading Assignments Practice: keyboard Practice Assignment Comments: Tell upload, Ideas, etc. **Use complete sentences** Check for document upload Upload all Previous Assignments: Keyboard Scores/Proofs Journal A	Upload required documents to the appropriate assignments Use required comments for assignments: completed sentences **New Journal Document:** *Journal B:* **Audience: a friend** Design with borders, etc. **Entry 7/My Avatar/Date** Image of Edmodo avatar. Explanation for choosing the image as an Avatar **Save as: CL(2).(name).Journal B**	All assignments uploaded to Edmodo are subject to Grade with comments and annotations as necessary. **Due after this lesson:** *Keyboard Practice,* *Keyboard Scores/ Proofs* *Journal A* **Vocabulary:** Upload, Download, Appropriate, Annotation, Comment, Avatar, Refresh Edmodo: Turn In/ Turned In
Keyboard 6.A.8.2 Basics: Word (tables) 4.B.8.1 4.B.12.1 5.A.8.1 5.A.8.2 5.A.12.1 5.A12.2	L 13	Keyboard: Independent on Typing.com Tables: Review Basic table Insert, vocab Table Tools: what do they do? Practice Table tools	Word Document **Save as: Cl(2).(name).TableTools** Practice using the table tools (checklist) **Journal B** **Entry 8/My Favorites/Date** Create a Favorites Table with images Rows: Category Columns: Examples (words or Images)	Student practice participation: checklist of items **Vocabulary:** Column, Rows, Cell, Merge, Insert, Split, Auto Fit, Alignment: Text, Cell Margins, Distribute: Rows & Columns

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Keyboard 6.A.8.2 Basics Edmodo: Posts/ Replies Edmodo Backpacks and Library Basics: Links Basics: Edmodo Filter/Reply 4.B.8.1 5.A.8.1 5.A.8.2 5.A.12.1 5.A12.2	L 14	Keyboard: Independent on Typing.com **Edmodo:** Use Posts and Replies Discuss: Compare Edmodo W/ Social Media Incorporate School Principles in Discussion: Be Safe, Be Responsible, Be Respectful, Be a Problem Solver	Use an Edmodo Note: Refer to " Favorites" Table (J-B: entry 8) **Post:** 3 sentence note about your most favorite. Explain Attach Image from Journal to support. **Reply & Converse** Two different posts (persons) At least 2 complete sentences (Create a conversation)	**Vocabulary:** Note, Post, Attach, Reply, Comment Posts monitored. Points given for following Instructions.
	L 15	Keyboard: Independent on Typing.com **Edmodo:** Upload, Download, and attach files from Backpack. Use library to access info Check profile for grades	Upload *Journal B* to your Backpack. Download *Journal B*, Add entry 9, then upload revised Journal. Remember: Save Journal to your School Files. **Journal B** **Entry 9/Edmodo Features/Date** 5 Features Edmodo and an Explanation of their use Review/Prep for Vocabulary Quiz	**Vocabulary:** Backpack, Upload, Download, revise, link
	L 16	Keyboard: Independent on Typing.com Edmodo Use "Filter by" tool Add Comment reply to previous post Link to a Relevant website Quiz: Use Edmodo for a Quiz	Respond to comments about Favorites Link a Favorite Site to your comments Take a Vocabulary Quiz using Edmodo	Edmodo Post with link Vocabulary Quiz

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Keyboard 6.A.8.2 Digital Citizenship 5.A.8.1 5.A.8.2 5.C.8.1	L 17	Keyboard: Independent on Typing.com Digital Citizenship: What is "out there"? Tools in Start Menu / Accessories (Calculator, Sticky Notes, Snipping tool, etc.) Exponential Social networking *PADLET*: appropriate comments	*PADLET:* What information about you can be tracked? **Journal B** **Entry 10 /Padlet vs Edmodo/Date** Complete paragraph: compare Padlet & Edmodo	*PADLET* comments/ appropriate and complete **Vocabulary:** Padlet, Digital Citizenship, tracking, privacy cookies, Browsers, blog, social media
	L 18	Keyboard: Independent on Typing.com **Digital Citizenship:** How to stay in Control of the Information Shared? **Digital Dossier:** What is already out there about you? (Video: View & Discuss)	**Journal B** **Entry 11 /Staying Safe/Date** Complete paragraph: Tell your audience (Friend) how to stay safe while using the internet.	Class Discussion **Vocabulary:** Dossier, tracks, digital footprint, integrity, validity, source
	L19	Keyboard: Independent on Typing.com What does the Cyber world know about you already? Google the Teacher Use Note pad or other: record info found. Can the info be verified?	**Journal B** **Entry 12/My Footprints/Date** Paragraph: What might a Google Search show about you? **Upload Journal B**	Discussion, Teach/OK **Journal B: Entries 7-12**
Keyboard 6.A.8.2	L 20	Keyboard: Independent on Typing.com ==Mid Quarter Keyboard Assessment==	Upload Keyboard Proof/ Scores to Edmodo **New Journal:** Audience: An Employer **Journal C** **Entry 13: Meeting Goals/Date** Explain Assessment results. Set Goals for the end of the quarter.	Mid- Quarter Keyboard scores
Keyboard 6.A.8.2 Digital Citizenship 5.B.8.1 5.C.8.1	L21	Keyboard: Independent on Typing.com Digital Footprints and Employability: Evaluate Social Media Information Trillion Dollar Footprint Activity Annotate/ Comment on a PDF	Move files from Student V: Trillion Dollar Footprint Instructions Digital Footprint Linda B Digital Footprint Jason k Annotate PDF	Files correctly moved Annotations

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Keyboard 6.A.8.2 Digital Citizenship 2.A.8.1 5.B.8.1 5.C.8.1 Presentations 2.B.12.1 2.B.12.2 3B.12.2 3.C.12.1 3.C.12.2 4.B.8.1	L 22	Keyboard: Independent on Typing.com Collaboration with Table Partners Compare Social Media Profiles for Employable attributes	**Journal C** **Entry 14: Compare Candidates/Date** Table comparing Linda & Jason	**Vocabulary:** Employability, collaboration, profile Producer Power Point, transitions, animations, slides, themes Class Discussion Teacher observations of Student Collaboration Evaluation Walk Scoresheets Discuss Power Point features: What did you like/ dislike? Power Points with supporting Info
	L 23	Keyboard: Independent on Typing.com Collaborate with Table Partner PowerPoint Presentation(slide show) Choose Job Candidate Support decision with Evidence	Power Point Use correct Save Protocol	
	L24	Keyboard: Independent on Typing.com Complete Power Point: Add Features	Power Point **Journal C:** **Entry 15: Working Together/Date** Explain Benefits of Collaboration	
	L 25	Keyboard: Independent on Typing.com Jason vs Linda: support choice of candidate Presentation Evaluation walk: Making correct comments	Evaluation Walk Scoresheets **Journal C:** **Entry 16: Activity Feedback/Date** Paragraph: Comments about the activity Revised Presentation Uploaded to Edmodo Take Poll: Linda vs Jason	
Keyboard 6.A.8.2 Basics Document Formatting Margins, Tabs, Indents, Fonts, etc. 6.A.8.1	L 26	Keyboard: Independent on Typing.com Word Format Tools: Rulers, Margins, Paragraph Tools (spacing, Alignment, indents) MLA Document AUP Agreement: Review	Move Files from Student Drive Practice: Margins. Alignment, Spacing **Journal C** **Entry 17: Margins/Date** My favorite way to set margins: **Entry 18:Word how to/Date** Table with 2 methods to do….	**Vocabulary:** Margins, Tabs, Ruler, Ribbons, Layout, Indent, , alignment, paragraph spacing Practice Document **Journal C Entries 13-18**
	L 27	Keyboard: Independent on Typing.com Practice Changing items in L26 Tabs,(columns, decimal align, etc.) Indents	**Journal C** **Entry 18:Word how to/Date** Table with 2 methods to do…. continue **Upload Journal C**	

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Keyboard 6.A.8.2 Basics Document Formatting Bullets Hyperlinks Printing Keyboard Shortcuts 1.A.12.2 1.B.8.1 2.B.8.1 2.B.8.2 3.B.8.2 3.C.8.2 3.C.12.2 6.A.8.1 6.B.8.1 6.B.8.2	L 28	Keyboard: Independent on Typing.com Catch up: complete & submit missing or incomplete work. Bullets: Standard and Customized Web Search: How to customize a Bullet in Word. Follow instructions	**New Journal: Journal D** Audience: Senior Citizen **Journal D** **Entry 19: Bullet List/ Date** Custom Bullet list of 5 Things you plan to do over the next weekend.	**Vocabulary:** Bullets, Hyperlinks, Print options, custom, printer properties, collated, orientation, per sheet Keyboard shortcuts Discussion, observation Printed Journal Entry **Assessment: formatting** **Journal D Entries 19-22**
	L 29	Keyboard: Independent on Typing.com Hyperlinks: Web pages, Images, Place in Document	**Journal D** **Entry 20: Hyperlinks/ Date** Text to website, Image to site, place in document	
	L 30	Keyboard: Independent on Typing.com *Review* Tab Printing: Print Menu	Check Spelling and Grammar from a document (on Edmodo) Print one entry from a Journal **Journal D** **Entry 21: Print Options/Date** Choose a setting option; explain its use.	
	L 31	Keyboard: Independent on Typing.com Keyboard Shortcuts Practice shortcuts using the AUP agreement document	**Journal D** **Entry 22: Keyboard Shortcuts/Date** Use Shortcuts (CTRL A, CTRL C, CTRL V) Copy/paste shortcut document from student drive to your Journal *Upload Document to Edmodo Backpack	
	L 32	Keyboard: Independent on Typing.com Complete/ Review all items for Formatting	Practice Document: Format by instructions **Upload Journal D**	
	L 33	Formatting: Assessment	Complete Assessment according to Instructions. **Upload to Edmodo**	
	L 34	Keyboard: Independent on Typing.com <mark>End of Quarter Keyboard Assessment</mark>	Upload Keyboard Proof/ Scores to the Edmodo Assignment **Create new Journal: E Audience: Parent**	Keyboard Assessment Scores

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Keyboard 6.A.8.2 Excel 1.C.12.1 1.D.12.1 3.D.12.1 3.D.12.2 4.C.8.1 6.B.12.1	L 35	Keyboard: Independent on Typing.com Explore Spreadsheets Spreadsheet Vocabulary	**New** **Journal E** **Entry 23/Uses for Excel/ Date** Paragraph: Explain possibilities for using a worksheet	**Vocabulary:** (Practice with Quizlet) Spreadsheet, Worksheet, Workbook, Column, Row, Cell, Formula, Sort, Range, Pointer, Fill Handle, Cursor, Resize, Format Painter, Chart, **Journal E: Entries 23-29**
	L 36	Keyboard: Independent on Typing.com Excel: Plan a Party Use 21things4students.net Party Planner Quests Plan a party guest list with Excel	Worksheet for *Party Planner Quest* **Journal E** **Entry 24/Vocabulary/ Date** List and Define 5 Vocabulary words from Excel that are new to you.	
	L 37	Keyboard: Independent on Typing.com Excel: Review Vocabulary: Intro Quizlet Charts: types and uses	Complete Party Planner Worksheet Create a Chart for the Planner **Journal E** **Entry 25/Charts/Date** Make a list of the types of charts in Excel and explain the main use for each	
	L 38	Keyboard: Independent on Typing.com Quizlet: Review Spreadsheet Vocabulary Tutorials: GCF.org	**Journal E** **Entry 25/Party Worksheet/Date** Image Capture Party Planner with Chart View 2 Tutorials **Journal E** **Entry 26/Excel Tutorials** Choose one of the tutorials you viewed and write a paragraph summary.	
	L 39	Keyboard: Independent on Typing.com Plan a Party (student choice) with a Partner Format Worksheet 1: Guests	Workbook for each student Worksheet 1: Completed Guest list Journal E **Entry 27/Our Party Guests/Date** Image Capture Guest Worksheet Paragraph: Explain the theme chosen	

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Keyboard 6.A.8.2 Excel 1.C.12.1 1.D.12.1 3.D.12.1 3.D.12.2 4.C.8.1 6.B.12.1	L 40	Keyboard: Independent on Typing.com Party Planning Formulas and Formatting Worksheet 2: Food & Supplies Needed	Workbooks Worksheet 2: Food and Supplies Image capture: shopping list/chart **Journal E** **Entry 28/Party Needs/ Date**	**Vocabulary:** (Practice with Quizlet) Spreadsheet, Worksheet, Workbook, Column, Row, Cell, Formula, Sort, Range, Pointer, Fill Handle, Cursor, Resize, Format Painter, Chart,
	L 41	Keyboard: Independent on Typing.com Complete Party Workbook Review for Excel Assessment	**Journal E** **Entry 29/how Worksheets Help/ Date** Paragraph: How can worksheet help budget? **Upload Journal E to Edmodo** **Upload Excel Workbook to the Assignment**	**Journal E: Entries 23-29** **Excel Workbooks**
	L 42	Keyboard: Independent on Typing.com Excel Assessment: In Edmodo	Assessment: Excel	**Excel Assessment**
Keyboard 6.A.8.2 Collaborate Project Web Search 1.A.12.1 1.D.12.1 2.B.12.2 3.A.12.1 3.B.12.1 3.C.12.1	L 43	Keyboard: Independent on Typing.com Web Searches, Site Evaluation Databases vs Google Search methods, Boolean, etc. Reliable Sources Copy CARRDS Information to Journal	New Journal **Journal E: Audience: High school student** **Entry 30/Search thoughts/Date** Paragraph: Summarize the information in the videos. Tell your audience the best way to search **Entry 31/Carrds/Date** Image Capture and Size CARRDS information	**Vocabulary:** Boolean Search, Key word, data base, evaluate, reliability Completed search, class discussion and comparison of results
	L 44	Keyboard: Independent on Typing.com Use a Data Base (Destiny) and Web based search to find the same topic. Compare/Contrast Results	**Entry 32/Inet vs Data Base/Date** Compare and Contrast Internet and Data Base Search (choose method: table, Paragraph, other)	

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Keyboard 6.A.8.2 Collaborative Project: New Technologies Research 1.A.12.1 1.B.12.1 1.D.12.1 2: All grade 8-12 3: All grade 8 -12 4: all grades 8-12 5.C.12.1 5.D.12.1 6.B.12.1	L 45	Keyboard: Independent on Typing.com Research Project: Grouping Website Pinemscomputers.weebly.com Projects: New Technologies	Read and Review requirements for the project: from web site. Communicate with your Team: discuss topic (Edmodo) **Journal E** **Entry 33/Research Ideas/Date** Tell about 2 of the research ideas your team has discussed.	**Vocabulary:** Technologies, collaboration, formulate, essential questions, Observed & Peer Commented Student collaboration Edmodo Communications **Journal E: Entries 30-35**
	L 46	Keyboard: Independent on Typing.com Decide on a Topic to research Review Task & Process Research Document Requirements Complete top row & Already Know Digitally collaborate to complete	Download Research Document Complete top row of document Complete: What we already Know Post to Team **Journal E** **Entry 34/Team Work/Date** Paragraph: My Team's potential to succeed	
	L47	Keyboard: Independent on Typing.com Essential Questions: Define Complete Questions What we want to know	Complete Essential Questions Individual and Group (minimum of 10) **Journal E** **Entry 35/Ready to Research/Date** Paragraph: Choose your favorite question. Explain	
	L48	Keyboard: Independent on Typing.com Review Research Document **Check for Completion:** Top Row Info Essential questions **Begin Research:** Decide Team Member Tasks Individually Record all information found: share w/ team, add to document	Edmodo: Note to partners Research Document: At least 2 Items should be completed *Remember to include a Data Base Source	

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Keyboard 6.A.8.2 Collaborative Project: New Technologies Research Presentation Prep 1.A.12.1 1.B.12.1 1.D.12.1 2: All grade 8-12 3: All grade 8 -12 4: all grades 8-12 5.C.12.1 5.D.12.1 6.B.12.1	L 49	Keyboard: Independent on Typing.com Continue Research Discuss Team Collaboration How can we help each other succeed?	Individual Research Begin sharing research with Team	**Vocabulary:** Technologies, collaboration, formulate, essential questions, Observed & Peer Commented Student collaboration Edmodo Communications **Keyboard Scores and Proofs** Completed Research Document Power Point Organizer or Outline (Submitted to Edmodo)
	L 50	Keyboard: Independent on Typing.com **Keyboard Mid Quarter Assessment** Continue Research	Keyboard Assessment Keyboard Scores/ Proofs uploaded to the assignment in Edmodo Research should be nearing Completion	
	L51	Keyboard: Independent on Typing.com Review student Progress with Research	**Complete all Research** Review research with team	
	L 52	Keyboard: Independent on Typing.com What We learned: Summarize	Complete What We Learned Section **New Journal** **Journal F: Audience: Another Teacher** **Entry 36: Self Evaluate/ Date** Paragraph: Your Contributions	
	L 53	Keyboard: Independent on Typing.com Conclusion for Research Document	Write Conclusion Essay for Research: Check Grammar/ Spelling **Upload Research Document to the** **Assignment in Edmodo**	

	L 54	Keyboard: Independent on Typing.com
		Learning More about Power Point
		GCF.org/ Power Point
		   Review
		    Effective Presentations
			Journal F
			Entry 37: Power Pt Know How/Date
			 List 7 things you know to do in Power
			Point
			Know Rule of 5	

	L 55	Keyboard: Independent on Typing.com Review Effective Presentation Presentation Requirements (website) Evaluation Lay out Your Power Point (face to face) How can you do this digitally?	Create and Submit and organizer/outline For the presentation (Team Submission) **Journal F** **Entry 38:Team Plan/Date** Create a Slogan for the Technology you are Presenting	

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Keyboard 6.A.8.2 Collaborative Project: New Technologies Presentations 1.A.12.1 1.B.12.1 1.D.12.1 2: All grade 8-12 3: All grade 8 -12 4: all grades 8-12 5.C.12.1 5.D.12.1 6.B.12.1	L56	Keyboard: Independent on Typing.com Presentation Preparation Review Rubric and Grading Method	Presentation should be half completed **Journal F:** **Entry 39: My Involvement/ Date** How am I contributing? Are my contributions positive?	Completed Presentations uploaded to Edmodo Peer Scoring and Comments **Journal F: Entries 36-41**
	L57	Keyboard: Independent on Typing.com Complete Presentations	Presentation completed. Prepare for Presentation Upload Presentations to Your Group	
	L 58	Keyboard: Independent on Typing.com Review Scoring Rubric Explain Peer Scoring Presentations	Presentations to Class Journal F **Entry 40: Power Point Feature/ Date** A Power Point feature I liked….	
	L 59		**Entry 41: My Favorite/ Date** Most Interesting Technology Presented	
Keyboard 6.A.8.2 Careers 1.A.12.1 1.B.12.1 1.D.12.1 2.A.12.1 2.B.12.1 2.B.12.2 3.8-12 all 4.B.8.1 5.B.12.1 5.C.12.1	L 60	Keyboard: Independent on Typing.com Learning Styles:	**New Journal: G** **Audience: Future Employer** **Entry 42: My learning Style/Date** Paragraph: Explain your Learning Style	**Vocabulary:** Job, Occupation, Career, Resume', Auditory, Tactile, Kinesthetic, Visual, **Holland Hexagon/ Codes** Doer: Realistic Thinker: Investigative Creator: Artistic Helper: Social Persuader: Enterprising Organizer: Conventional
	L 61	Keyboard: Independent on Typing.com Personality Types Holland Hexagon/ Codes	**Journal G** **Entry 43: Personality thoughts/Date** Pre Assessment: What 2 Personality Types do you think fit you Best? **Entry 44: Holland Codes/Date** Copy the Holland Code Image from Student Drive	
	L62	Keyboard: Independent on Typing.com Take online Assessment	**Journal G** **Entry 45: My Codes/Date** Image Capture Holland Personality Assessment Results	

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Keyboard 6.A.8.2 Careers Publisher 1.A.12.1 1.B.12.1 1.D.12.1 2.A.12.1 2.B.12.1 2.B.12.2 3.8-12 all 4.B.8.1 5.B.12.1 5.C.12.1	L 63	Keyboard: Independent on Typing.com Career Ideas with Holland Codes Videos and Discussion	**Journal G** **Entry 46: Possible Careers/Date** Paragraph: Do any viewed choices fit your code? Explain	**Vocabulary:** Job, Occupation, Career, Resume', Auditory, Tactile, Kinesthetic, Visual
	L 64	Keyboard: Independent on Typing.com Career Investigation using nvcis.intocareers.org	**Journal G** **Entry 47: Career Research Table/Date** Create Table to summarize Career info	H**olland Hexagon/ Codes** Doer: Realistic Thinker: Investigative Creator: Artistic Helper: Social Persuader: Enterprising Organizer: Conventional
	L 65		Complete items in Table	
	L 66	Keyboard: Independent on Typing.com Publisher Introduction Templates, etc.	Create a Publication: Favorite Career **Journal G:** **Entry 48: Rate your Publication/Date** Use the Rubric to rate your Career Publication. Explain **Upload Journal G**	Publication, Template, Brochure, **Journal G: Entries 42-48**
	L 67	Create a Publication: Career Choices		
	L68	Keyboard: Independent on Typing.com Career Publication: Peer Comments & Revisions	Positive & Helpful Comments of Career Publications Use Peer Comments: Revise Publications	**Career Publications**
Keyboard 6.A.8.2 Final Assessments	L 69	Keyboard: Independent on Typing.com Final Keyboard Assessment	Complete Final Assessment Upload to the Edmodo Assignment: KBSCORES AND KB PROOF	Semester Assessments: **Keyboard Assessment**
	L 70	Final Review	Review for Final	**Semester Cumulative Assessment**
	L 71	Semester Cumulative Assessment	Complete Assessment (Edmodo)	
Supplemental Lessons:	S 1	Coding: Hour of Code Scratch, etc.	Use Code to create required Explore Possibilities	Coded Practice
	S 2	Sketch Up Intro to Design	Create Required item Explore	Sketch Up Design
	S 3	Reality Check: Careers (nvcis)	Evaluate needs/wants	Class Discussion
	S 4	Keyboard Games	Additional Practice	Score Improvement
	S 5	Quizlet	Create Vocabulary Helps	Student Vocab
	S 6	Goose Chase	Scavenger Hunt: Review/ Interaction	Completed Chase