Ganado Unified School District (Computer/Business Application)

PACING Guide SY 2016-2017

Timeline & Resources	AZ College and Career Readiness Standard	Essential Question (HESS Matrix)	Learning Goal	Vocabulary (Content/Academic)
Quarter 1 Textbook: Success Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org	9-10.RST.1: Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions. 9-10.RST.2: Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate summary of the text.	-Understanding one another through self-reflection? -What questions to ask when getting to know another person? -What to look for under rules and procedures? -What is Career Technical Education? -What are Computer Basics? -How to understand operating systems? -How to understand applications? -What makes the cloud so important? -How to plan and participate in an out of class? -What makes an effective note-taker? -How to learn better telephone etiquette? -What are some basic parts of a computer? -What is an Acceptance Letter? -How to structure an Acceptance Letter?	-Getting to know -Career Technical Education -Self-Reflection -Rules and Procedures -Computer Basics -Understanding Operating Systems -Understanding Applications -Understanding the Cloud -Note-taking -Parts of a Computer -Types of calls -Acceptance Letter - Demonstrate keyboarding skills to key new documents - Research and use appropriate software to generate reports - Buttons and Ports on a Computer -Inside a Computer -Manage the inventory of equipment and supplies - Use computer skills to manage electronic files - Demonstrate software commands to design a table - Price List of Services -Business Memo to Staff	*-Create a filing system to preserve and retrieve records* *- Prepare materials and documentation for meetings* *- Assemble materials and documentation for meetings* *-CTE* *-Computer Components* *-Self-reflection* **-Identify the function of the major components of a computer (e.g., RAM, ROM, port, USB, etc.)** **-Explain information technology terms and concepts (e.g., networking, LAN, WAN, multimedia, etc.)** **-Applications** **-Operating Systems** **-Cloud** **- Plan and participate in meetings** **- Examine telephone skills to communicate effectively**

		-What are Buttons and Ports on a Computer? -Inside a Computer? -How to create a Price list of services? -How to create a Business Memo to staff?		- **taking notes** - **critique** - **Acceptance Letter** - **Apply word processing software to produce documents** - **Research appropriate software to enter information** -**Ports** -**Buttons** -**Scanning** -**Saving** - **Prepare a maintenance schedule to maintain and manage equipment and supplies** - **Establish and Follow Procedures for Electronic Filing** - **Apply Word Processing Software to Produce Documents** -**Price List** -**Business Memo** -**Inventory**
Quarter 2 Textbook: Success Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org	9-10.RST.1: Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions. 9-10.RST.2: Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate	-How to perform the necessary task? -How to strive to improve personal delivery or services? -How to improve personal performance/behaviors continuously? -What does the Internet/Intranet do? -What is Search Engine? -What is an Electronic file? -What is Address Labels used for?	-Staying on necessary task -personal delivery and services -Improving personal performance and behaviors - -Search Engine -Electronic Files -Internet -Address Labels -keyboarding skills - file hierarchy - copyright laws, and regulatory control - various web tools -Report in MLA -Adjust to change	-**Examine Supervisory/Management Functions** - **Apply Planning and Time Management Principles to Achieve Company Objectives** -**Service** -**Schedule** -**Environment** - **Apply word processing software to produce documents**

		-How are Address Labels created?	-Growth and Success	- **Establish and follow procedures for electronic filing**
		-What is MLA?	- keyboarding skills	- **Demonstrate proficiency navigating the internet and intranet**
		-How to Adjust to Change?	- Organize and use resource materials to prepare documents	- **files**
		-How to improve within organizational growth?	- File, retain, and destroy materials according to regulatory policy to manage records	-**telnet**
		-What is success?	- Differentiate and use the appropriate software to produce presentations	-**pdf**
		-How do we create attractive and effective menu items?	- Compare and contrast the functions of management	-**vpn**
		-How do we used technology to better our businesses and profit from it?	-conflicts of interest	-**Electronic**
		-What is Economics?	-Wants & Needs	-**Search Engine**
		-What is Business?	-Business	-**Apply word processing software to produce documents**
		-What is a Menu List?	-Keyboarding	- **Compose Documents for Presentation**
		-How do we create attractive and effective menu items?	-Menu Items	- **Establish and Follow Procedures to Manage Paper/Manual Records**
		-How do we used technology to better our businesses and profit from it?	-MLA	-**MLA**
		-What is Economics?	-Demonstrate an understanding of the recruitment and staffing processes	-**Growth**
		-What is Business?	- Evaluate interview methods	-**Success**
			- Identify the role of the administrative support staff in the orientation and training of new employees	-**regulatory policy**
			-Business and Consumer	-**Resource**
			-Job Interview	**Wants**
			-Professionalism	**Needs**
				Business
				Keyboarding
				Menu Items
				MLA
				Planning
				Organizing
				Staffing
				Directing
				Controlling
				Presentation
				Recruitment
				Methods
				Administrative
				Business

				Consumer Job Interview Professionalism
Quarter 3 Textbook: Success Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org	9-10.RST.1: Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions. 9-10.RST.2: Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate	-What is a Menu List? -Why is it important to prepare meeting minutes and related documentation? -How to write a Press Release? -What is the Environment of Business? -What is Macro and Micro Economics? -How would you go about creating Business Letterheads and Envelopes? -Why is it important to analyze, compare, and contrast available software packages and their usefulness for various tasks? -What is the Fax Cover Page? -Why is it important for good Telephone performance? -How would you go about recording and deliver accurate messages to appropriate parties? -Why is telephone etiquette important to identify type of call? -How would you create an undergraduate Enrollment form? -What is the difference between MLA and APA? -How would you go about maintaining equipment and	-Prepare meeting minutes and related documentation -Apply traditional notation to proofread and edit documents -Perform computer skills to complete electronic forms -Practice scanning and saving a graphic file - Write a Press Release -Learn Entrepreneur -Environment of Business -Macro and Micro Economics -Business Letterhead -Business Envelope, -Demonstrate computer software to design forms -Use software commands to merge text -Create documents appropriate for given purpose utilizing the correct format and procedures -Fax Cover Page -Good Telephone Performance -Record and Deliver Accurate messages to appropriate parties -Telephone etiquette -Identify type of call -Undergraduate Enrollment -MLA vs APA -Maintaining Equipment and Supplies -Manage the purchase order -Causes with office equipment - Explore spreadsheet software to create spreadsheets - Apply procedure to maintain equipment and supplies -Manage the purchase of equipment and supplies	Press Release Menu List meeting minutes documentation proofread electronic forms Entrepreneur Scanning Saving Macro Micro Economics Business Letterhead Envelope Demonstrate Software Commands Merge Utilize Format Procedure Telephone Fax Cover Page Record Deliver Accurate Messages Etiquette Identify MLA APA Undergraduate Enrollment Equipment Supplies Manage

			supplies, as well as managing the purchase order? -What are the many problem causes with office equipment?	-Interpret the cause(s) of problems with office equipment	**Maintain** **Cause** **Effect** **Spreadsheet** **Equipment** **Purchase Order** **Word**
Quarter 4 Textbook: Success Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org	9-10.RST.1: Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions. 9-10.RST.2: Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate		-Why is it important to learn the Economic and Legal Environments and how it affects Business? -How would you Describe e-mail capabilities? -Why is it important to identify e-mail components and features? -What is Market Analysis and how do you create one? -What is Employee Roster and how do you create one? -What is an Event Budget Spreadsheet and how do you create one? -Why is it important to identify copyright infringement? -Why is it important to identify the misuse of email software? -What is a nutritional fact sheet and how do you create one? -What is an accounts payable sheet and how do you create one?	-Economic and Legal Environments and how it affects Business -Describe e-mail capabilities -Identify e-mail components and features -Describe e-mail capabilities -Identify e-mail components -Identify e-mail features -Market analysis -Employee roster -Event budget -Copyright infringement -Misuse of email software -Major regulatory agencies that affect businesses in the US -nutritional facts -accounts payable -most popular services -deposit slip -check and payment -Evaluate and analyze data in a spreadsheet -Complete a deposit slip -Prepare a check of deposit -Complete a check to a business for payment -differentiate and use appropriate software to produce presentations -differentiate and use appropriate software to produce publications	**Address** **Content** **Signature block** **Subject line** **Forwarding** **Attachment** **Reply** **Security line** **Economic** **Legal** **Environment** **Business** **Email** **Capability** **Components** **Market** **Analysis** **Employee** **Roster** **Spreadsheet** **Event** **Budget** **Copyright** **Misuse** **Email** **Software** **Excel** **Nutritional Facts** **Accounts Payable** **Services**

| | | -What is a most popular spreadsheet and how do you create one?
-Why is it important to know how to create a deposit slip?
-Why is it important to differentiate and use appropriate software to produce presentations?
-Why is it important to differentiate and use appropriate software to produce publications?
-Why is it important to examine the purpose of notarization?
-Why is it important to explore database software to create databases?
-Why is it important to perform data entry techniques to enter information in databases?
-Why is it important to formulate and use appropriate commands to retrieve data?
-Why is it important to create forms and reports from a database? | -examine the purpose of notarization
-explore database software to create databases
-Perform data entry techniques to enter information in databases
-Formulate and use appropriate commands to retrieve data
-Create forms and reports from a database | **Deposit slip**
Check
Payment
Evaluate
Analyze
Data
Spreadsheet
Accounts
Form
Excel
Database
Publication
Presentation
Software
Differentiate
Produce
Examine
Explore
Purpose
PowerPoint
Access
Data Entry
Database
Technique
Information
Formulate
Retrieve
Forms
Reports |