

# Ganado Unified School District (Computer/Business Application)

## PACING Guide SY 2018-2019

Timeline & Resources	AZ College and Career Readiness Standard	Essential Question (HESS Matrix)	Learning Goal	Vocabulary (Content/Academic)
<p><b>Quarter 1</b></p> <p>Textbook: Success</p> <p>Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org</p>	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>-Understanding one another through self-reflection?</li> <li>-What questions to ask when getting to know another person?</li> <li>-What to look for under rules and procedures?</li> <li>-What is Career Technical Education?</li> <li>-What are Computer Basics?</li> <li>-How to understand operating systems?</li> <li>-How to understand applications?</li> <li>-What makes the cloud so important?</li> <li>-How to plan and participate in an out of class?</li> <li>-What makes an effective note-taker?</li> <li>-How to learn better telephone etiquette?</li> <li>-What are some basic parts of a computer?</li> <li>-What is an Acceptance Letter?</li> <li>-How to structure an Acceptance Letter?</li> </ul>	<ul style="list-style-type: none"> <li>-Getting to know</li> <li>-Career Technical Education</li> <li>-Self-Reflection</li> <li>-Rules and Procedures</li> <li>-Computer Basics</li> <li>-Understanding Operating Systems</li> <li>-Understanding Applications</li> <li>-Understanding the Cloud</li> <li>-Note-taking</li> <li>-Parts of a Computer</li> <li>-Types of calls</li> <li>-Acceptance Letter</li> <li>- Demonstrate keyboarding skills to key new documents</li> <li>- Research and use appropriate software to generate reports</li> <li>- Buttons and Ports on a Computer</li> <li>-Inside a Computer</li> <li>-Manage the inventory of equipment and supplies</li> <li>- Use computer skills to manage electronic files</li> <li>- Demonstrate software commands to design a table</li> <li>- Price List of Services</li> <li>-Business Memo to Staff</li> </ul>	<ul style="list-style-type: none"> <li>-<i>Create a filing system to preserve and retrieve records</i></li> <li>- <i>Prepare materials and documentation for meetings</i></li> <li>- <i>Assemble materials and documentation for meetings</i></li> <li>-<i>CTE</i></li> <li>-<i>Computer Components</i></li> <li>-<i>Self-reflection</i></li> <li>-<i>Identify the function of the major components of a computer (e.g., RAM, ROM, port, USB, etc.)</i></li> <li>-<i>Explain information technology terms and concepts (e.g., networking, LAN, WAN, multimedia, etc.)</i></li> <li>-<i>Applications</i></li> <li>-<i>Operating Systems</i></li> <li>-<i>Cloud</i></li> <li>- <i>Plan and participate in meetings</i></li> <li>- <i>Examine telephone skills to communicate effectively</i></li> </ul>

		<ul style="list-style-type: none"> <li>-What are Buttons and Ports on a Computer?</li> <li>-Inside a Computer?</li> <li>-How to create a Price list of services?</li> <li>-How to create a Business Memo to staff?</li> </ul>		<ul style="list-style-type: none"> <li>- taking notes</li> <li>- critique</li> <li>- Acceptance Letter</li> <li>- Apply word processing software to produce documents</li> <li>- Research appropriate software to enter information</li> <li>-Ports</li> <li>-Buttons</li> <li>-Scanning</li> <li>-Saving</li> <li>- Prepare a maintenance schedule to maintain and manage equipment and supplies</li> <li>- Establish and Follow Procedures for Electronic Filing</li> <li>- Apply Word Processing Software to Produce Documents</li> <li>-Price List</li> <li>-Business Memo</li> <li>-Inventory</li> </ul>
<p><b>Quarter 2</b></p> <p>Textbook: Success</p> <p>Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org</p>	<p>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.</p> <p>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</p>	<ul style="list-style-type: none"> <li>-How to perform the necessary task?</li> <li>-How to strive to improve personal delivery or services?</li> <li>-How to improve personal performance/behaviors continuously?</li> <li>-What does the Internet/Intranet do?</li> <li>-What is Search Engine?</li> <li>-What is an Electronic file?</li> <li>-What is Address Labels used for?</li> </ul>	<ul style="list-style-type: none"> <li>-Staying on necessary task</li> <li>-personal delivery and services</li> <li>-Improving personal performance and behaviors</li> <li>- Search Engine</li> <li>-Electronic Files</li> <li>-Internet</li> <li>-Address Labels</li> <li>-keyboarding skills</li> <li>- file hierarchy</li> <li>- copyright laws, and regulatory control</li> <li>- various web tools</li> <li>-Report in MLA</li> <li>-Adjust to change</li> </ul>	<ul style="list-style-type: none"> <li>-Examine Supervisory/Management Functions</li> <li>- Apply Planning and Time Management Principles to Achieve Company Objectives</li> <li>-Service</li> <li>-Schedule</li> <li>-Environment</li> <li>- Apply word processing software to produce documents</li> </ul>

		<ul style="list-style-type: none"> <li>-How are Address Labels created?</li> <li>-What is MLA?</li> <li>-How to Adjust to Change?</li> <li>-How to improve within organizational growth?</li> <li>-What is success?</li> <li>-How do we create attractive and effective menu items?</li> <li>-How do we used technology to better our businesses and profit from it?</li> <li>-What is Economics?</li> <li>-What is Business?</li> <li>-What is a Menu List?</li> <li>-How do we create attractive and effective menu items?</li> <li>-How do we used technology to better our businesses and profit from it?</li> <li>-What is Economics?</li> <li>-What is Business?</li> </ul>	<ul style="list-style-type: none"> <li>-Growth and Success</li> <li>- keyboarding skills</li> <li>- Organize and use resource materials to prepare documents</li> <li>- File, retain, and destroy materials according to regulatory policy to manage records</li> <li>- Differentiate and use the appropriate software to produce presentations</li> <li>- Compare and contrast the functions of management</li> <li>-conflicts of interest</li> <li>-Wants &amp; Needs</li> <li>-Business</li> <li>-Keyboarding</li> <li>-Menu Items</li> <li>-MLA</li> <li>-Demonstrate an understanding of the recruitment and staffing processes</li> <li>- Evaluate interview methods</li> <li>- Identify the role of the administrative support staff in the orientation and training of new employees</li> <li>-Business and Consumer</li> <li>-Job Interview</li> <li>-Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Establish and follow procedures for electronic filing</b></li> <li>- <b>Demonstrate proficiency navigating the internet and intranet</b></li> <li>- <b>files</b></li> <li>-<b>telnet</b></li> <li>-<b>pdf</b></li> <li>-<b>vpn</b></li> <li>-<b>Electronic Search Engine</b></li> <li>-<b>Apply word processing software to produce documents</b></li> <li>- <b>Compose Documents for Presentation</b></li> <li>- <b>Establish and Follow Procedures to Manage Paper/Manual Records</b></li> <li>-<b>MLA</b></li> <li>-<b>Growth</b></li> <li>-<b>Success</b></li> <li>-<b>regulatory policy</b></li> <li>-<b>Resource</b></li> <li><b>Wants</b></li> <li><b>Needs</b></li> <li><b>Business</b></li> <li><b>Keyboarding</b></li> <li><b>Menu Items</b></li> <li><b>MLA</b></li> <li><b>Planning</b></li> <li><b>Organizing</b></li> <li><b>Staffing</b></li> <li><b>Directing</b></li> <li><b>Controlling</b></li> <li><b>Presentation</b></li> <li><b>Recruitment</b></li> <li><b>Methods</b></li> <li><b>Administrative</b></li> <li><b>Business</b></li> </ul>
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<p><b>Quarter 3</b></p> <p>Textbook: Success</p> <p>Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org</p>	<p>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.</p> <p>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</p>	<ul style="list-style-type: none"> <li>-What is a Menu List?</li> <li>-Why is it important to prepare meeting minutes and related documentation?</li> <li>-How to write a Press Release?</li> <li>-What is the Environment of Business?</li> <li>-What is Macro and Micro Economics?</li> <li>-How would you go about creating Business Letterheads and Envelopes?</li> <li>-Why is it important to analyze, compare, and contrast available software packages and their usefulness for various tasks?</li> <li>-What is the Fax Cover Page?</li> <li>-Why is it important for good Telephone performance?</li> <li>-How would you go about recording and deliver accurate messages to appropriate parties?</li> <li>-Why is telephone etiquette important to identify type of call?</li> <li>-How would you create an undergraduate Enrollment form?</li> <li>-What is the difference between MLA and APA?</li> <li>-How would you go about maintaining equipment and</li> </ul>	<ul style="list-style-type: none"> <li>-Prepare meeting minutes and related documentation</li> <li>-Apply traditional notation to proofread and edit documents</li> <li>-Perform computer skills to complete electronic forms</li> <li>-Practice scanning and saving a graphic file</li> <li>- Write a Press Release</li> <li>-Learn Entrepreneur</li> <li>-Environment of Business</li> <li>-Macro and Micro Economics</li> <li>-Business Letterhead</li> <li>-Business Envelope,</li> <li>-Demonstrate computer software to design forms</li> <li>-Use software commands to merge text</li> <li>-Create documents appropriate for given purpose utilizing the correct format and procedures</li> <li>-Fax Cover Page</li> <li>-Good Telephone Performance</li> <li>-Record and Deliver Accurate messages to appropriate parties</li> <li>-Telephone etiquette</li> <li>-Identify type of call</li> <li>-Undergraduate Enrollment</li> <li>-MLA vs APA</li> <li>-Maintaining Equipment and Supplies</li> <li>-Manage the purchase order</li> <li>-Causes with office equipment</li> <li>- Explore spreadsheet software to create spreadsheets</li> <li>- Apply procedure to maintain equipment and supplies</li> <li>-Manage the purchase of equipment and supplies</li> </ul>	<p><b>Press Release</b></p> <p><b>Menu List</b></p> <p><b>meeting minutes</b></p> <p><b>documentation</b></p> <p><b>proofread</b></p> <p><b>electronic forms</b></p> <p><b>Entrepreneur</b></p> <p><b>Scanning</b></p> <p><b>Saving</b></p> <p><b>Macro</b></p> <p><b>Micro</b></p> <p><b>Economics</b></p> <p><b>Business</b></p> <p><b>Letterhead</b></p> <p><b>Envelope</b></p> <p><b>Demonstrate</b></p> <p><b>Software</b></p> <p><b>Commands</b></p> <p><b>Merge</b></p> <p><b>Utilize</b></p> <p><b>Format</b></p> <p><b>Procedure</b></p> <p><b>Telephone</b></p> <p><b>Fax</b></p> <p><b>Cover Page</b></p> <p><b>Record</b></p> <p><b>Deliver</b></p> <p><b>Accurate</b></p> <p><b>Messages</b></p> <p><b>Etiquette</b></p> <p><b>Identify</b></p> <p><b>MLA</b></p> <p><b>APA</b></p> <p><b>Undergraduate</b></p> <p><b>Enrollment</b></p> <p><b>Equipment</b></p> <p><b>Supplies</b></p> <p><b>Manage</b></p>

		<p>supplies, as well as managing the purchase order?</p> <p>-What are the many problem causes with office equipment?</p>	<p>-Interpret the cause(s) of problems with office equipment</p>	<p><b>Maintain</b> <b>Cause</b> <b>Effect</b> <b>Spreadsheet</b> <b>Equipment</b> <b>Purchase Order</b> <b>Word</b></p>
<p><b>Quarter 4</b></p> <p>Textbook: Success</p> <p>Online: Lynda.com Study.com Freerice.com Gcflearnfree.org Khanacademy.org</p>	<p>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.</p> <p>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</p>	<p>-Why is it important to learn the Economic and Legal Environments and how it affects Business?</p> <p>-How would you Describe e-mail capabilities?</p> <p>-Why is it important to identify e-mail components and features?</p> <p>-What is Market Analysis and how do you create one?</p> <p>-What is Employee Roster and how do you create one?</p> <p>-What is an Event Budget Spreadsheet and how do you create one?</p> <p>-Why is it important to identify copyright infringement?</p> <p>-Why is it important to identify the misuse of email software?</p> <p>-What is a nutritional fact sheet and how do you create one?</p> <p>-What is an accounts payable sheet and how do you create one?</p>	<p>-Economic and Legal Environments and how it affects Business</p> <p>-Describe e-mail capabilities</p> <p>-Identify e-mail components and features</p> <p>-Describe e-mail capabilities</p> <p>-Identify e-mail components -Identify e-mail features</p> <p>-Market analysis</p> <p>-Employee roster</p> <p>-Event budget</p> <p>-Copyright infringement</p> <p>-Misuse of email software</p> <p>-Major regulatory agencies that affect businesses in the US</p> <p>-nutritional facts</p> <p>-accounts payable</p> <p>-most popular services</p> <p>-deposit slip</p> <p>-check and payment</p> <p>-Evaluate and analyze data in a spreadsheet</p> <p>-Complete a deposit slip</p> <p>-Prepare a check of deposit</p> <p>-Complete a check to a business for payment</p> <p>-differentiate and use appropriate software to produce presentations</p> <p>-differentiate and use appropriate software to produce publications</p>	<p><b>Address</b> <b>Content</b> <b>Signature block</b> <b>Subject line</b> <b>Forwarding</b> <b>Attachment</b> <b>Reply</b> <b>Security line</b> <b>Economic</b> <b>Legal</b> <b>Environment</b> <b>Business</b> <b>Email</b> <b>Capability</b> <b>Components</b> <b>Market</b> <b>Analysis</b> <b>Employee</b> <b>Roster</b> <b>Spreadsheet</b> <b>Event</b> <b>Budget</b> <b>Copyright</b> <b>Misuse</b> <b>Email</b> <b>Software</b> <b>Excel</b> <b>Nutritional Facts</b> <b>Accounts Payable</b> <b>Services</b></p>

		<ul style="list-style-type: none"> <li>-What is a most popular spreadsheet and how do you create one?</li> <li>-Why is it important to know how to create a deposit slip?</li> <li>-Why is it important to differentiate and use appropriate software to produce presentations?</li> <li>-Why is it important to differentiate and use appropriate software to produce publications?</li> <li>-Why is it important to examine the purpose of notarization?</li> <li>-Why is it important to explore database software to create databases?</li> <li>-Why is it important to perform data entry techniques to enter information in databases?</li> <li>-Why is it important to formulate and use appropriate commands to retrieve data?</li> <li>-Why is it important to create forms and reports from a database?</li> </ul>	<ul style="list-style-type: none"> <li>-examine the purpose of notarization</li> <li>-explore database software to create databases</li> <li>-Perform data entry techniques to enter information in databases</li> <li>-Formulate and use appropriate commands to retrieve data</li> <li>-Create forms and reports from a database</li> </ul>	<ul style="list-style-type: none"> <li><b>Deposit slip</b></li> <li><b>Check</b></li> <li><b>Evaluate</b></li> <li><b>Analyze</b></li> <li><b>Data</b></li> <li><b>Spreadsheet</b></li> <li><b>Accounts</b></li> <li><b>Form</b></li> <li><b>Excel</b></li> <li><b>Database</b></li> <li><b>Publication</b></li> <li><b>Presentation</b></li> <li><b>Software</b></li> <li><b>Differentiate</b></li> <li><b>Produce</b></li> <li><b>Examine</b></li> <li><b>Explore</b></li> <li><b>Purpose</b></li> <li><b>PowerPoint</b></li> <li><b>Access</b></li> <li><b>Data Entry</b></li> <li><b>Database</b></li> <li><b>Technique</b></li> <li><b>Information</b></li> <li><b>Formulate</b></li> <li><b>Retrieve</b></li> <li><b>Forms</b></li> <li><b>Reports</b></li> </ul>
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