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|  **Unit**  | **LEARNING OBJECTIVES/ PERFORMANCE STANDARDS**  | **SAMPLE ACTIVITIES**  | **ASSESSMENT STRATEGIES** | **RESOURCES** | **ASSESSMENT**  |
| YearUnit I: Microsoft Word  | DAY1 Students will be able to:  | DAY 2Students will be able to:  | DAY 3Students will be able to:  | DAY 4Students will be able to:  | DAY 5 |
| Year 7 / Young learners and further Education | Create and edit a Word document  Create a research paper  Create a resume using wizard and a cover letter with a table  Create a web page using Word. Theory- Ethical, legal, cultural and environmental concerns  | Lesson 1, In the Lab Lesson 2, In the Lab Lesson 3, In the Lab Create a celebrity resume & cover letter Create own resume & cover letter (graded using school wide rubric #4)  | Classwork Lesson 1 Case (test grade) Lesson 2 – Report (test grade) Lesson 3 – Resume & Cover Letter (test grade)  |  Microsoft Word  Textbook Internet | Create a research paper  Create a resume using wizard and a cover letter with a table.  Create a web page using Word.  |
| Year 8 / Young learners and further Education | Create and edit a Word document 10 pages  Create a research paper  Create a resume using wizard and a cover letter with a table  Create a web page using WordTheory- Ethical, legal, cultural and environmental concerns   | Lesson 1, In the Lab Lesson 2, In the Lab Lesson 3, In the Lab Create a celebrity resume & cover letter Create own resume & cover letter (graded using school wide rubric #4)  | Classwork Lesson 1 Case (test grade) Lesson 2 – Report (test grade) Lesson 3 – Resume & Cover Letter (test grade)  |  Microsoft Word  Textbook Internet | Create and edit a Word document 10 pages  Create a research paper  Create a resume using wizard and a cover letter with a table  Create a web page using Word |
| Year 9 / Young learners and further Education | Students will be able to:  Create and edit a Word document  Create a research paper  Create a resume using wizard and a cover letter with a table.reate a web page using WordTheory- Ethical, legal, cultural and environmental concerns | Lesson 1, In the Lab Lesson 2, In the Lab Lesson 3, In the Lab Create a celebrity resume & cover letter Create own resume & cover letter (graded using school wide a heading on a document  | Classwork Case (test grade) Report (test grade) Resume & Cover Letter (test grade)  |  Microsoft Word  Textbook Internet | Create a web page using WordTheory- Ethical, legal, cultural and environmental concerns |
| Year 10 / Young learners and further Education | Create a web page using Word. Theory- Networks | Create own resume & cover letter (graded using school wide a heading on a documentTheory- Networks | Report (test grade) Resume & Cover Letter (test grade) Theory- Databases | Theory- Ethical, legal, cultural andenvironmental concernsTheory- System security and software | Create a web page using WordTheory- Ethical, legal, cultural and environmental concerns |
| Year 11 / Young learners and further Education | Create a web page using Word. Theory- NetworksProgramming Project | Create own resume & cover letter (graded using school wide a heading on a documentTheory- NetworksProgramming Project | Report (test grade) Resume & Cover Letter (test grade) Revision | Revision | Create a web page using WordTheory- Ethical, legal, cultural and environmental concerns |