|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit** | **LEARNING OBJECTIVES/ PERFORMANCE STANDARDS** | **SAMPLE ACTIVITIES** | **ASSESSMENT STRATEGIES** | **RESOURCES** | **ASSESSMENT** |
| Year  Unit I: Microsoft  Word | DAY1  Students will be able to: | DAY 2  Students will be able to: | DAY 3  Students will be able to: | DAY 4  Students 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 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 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 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 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 Word  Theory- 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 document  Theory- Networks | Report (test grade)  Resume &  Cover Letter (test grade)  Theory- Databases | Theory- Ethical, legal, cultural and  environmental concerns  Theory- System security and software | Create a web page using Word  Theory- Ethical, legal, cultural and  environmental concerns |
| Year 11 / Young learners and further Education | Create a web page using Word.  Theory- Networks  Programming Project | Create own resume & cover letter (graded using school wide a heading on a document  Theory- Networks  Programming Project | Report (test grade)  Resume &  Cover Letter (test grade)  Revision | Revision | Create a web page using Word  Theory- Ethical, legal, cultural and  environmental concerns |