

Computers 8

Computer/Career Introduction (2 weeks)

Day 1—Classroom rules. On handout. Go over rules and consequences.

Day 2—Computer usage rules. On handout. Go over their station and what they are responsible for. Go over popups and rules for downstairs lab (all computers).

Day 3-10—Careers. Sign into Career Cruising. Tasks:

Create Login (1 day). Explain EDP.

Pathways Test 1-2 days. Answer all questions.

Career Selector 2-3 Days. Explain “wants vs. likes”

Final Task: 2 Days. Review all your job suggestions on Career Cruising and choose 1 career. If you were a senior in high school, what would you be doing next year? Straight to work? Technical School? College?

Assignment: My Job (5)

Microsoft Power Point (3 weeks)

Day 1—Explain the usefulness of PowerPoint. Explain the similarities to Google Slides. Go over how advanced office is. Explain how merging shapes/data is something new that I didn't even know how to do until I completed the book. Explain step by step (things they do in the book) vs. reading. Explain printing, turn in, and work procedure.

Day 2-15—Explain Self-Paced class. Give due dates and show Objectives and Due dates on the board. Students will start working on Chapters 1-2 over the next three weeks. About a week and a half for each chapter.

Assignment: PP Step By Step 1 (10)

Powerpoint Review (14)

PP Skills Review 1A (10)

PP Independent Challenge 1A (10)

PP Step By Step 2 (10)

Powerpoint Review 2 (13)

PP Skills Review 2A (10)

PP Independent Challenge 2A (10)

Career Cruising (College) 1-2 Weeks

Day 1-2 Go back to Career Cruising. Discuss College. Link College/Technical School/Straight to work back to the job they chose in week 2. Explain how Everything works backwards. You start with the Career you want, then plan back from there. We chose the Career, now we choose the college.

Day 3- 8 Explain Majors

Find colleges that offer majors by State/Region

College Selector

College Virtual Tour with Google Maps Pegman

College Questions and Answers

Assignment: College Results Summary (15)

Microsoft Excel (3 weeks)

Day 1—Explain the real life scenario of Excel. How many different jobs use it and how it can be used in personal life. Explain the similarities to Google Sheets. Go over how advanced office is. Explain how formulas work. Explain how I use them to create usernames passwords for the district and what a time saver it is. Explain Charts. Show them how much easier and better it looks. Show them how it does all the work for them.

Day 2-15—Explain Self-Paced class. Give due dates and show Objectives and Due dates on the board. Students will start working on Chapters 1-2 over the next three weeks. About a week and a half for each chapter.

Assignment: Excel Step By Step 1 (10)

Excel Review (15)

Excel Skills Review 1A (10)

Excel Independent Challenge 1A (10)

Excel Step By Step 2 (10)

Excel Review 2 (10)

Excel Skills Review 2A (10)

Excel Independent Challenge 2A (10)

High School and Job Interviews (3 Weeks)

Day 1-2—Go over High School Schedule for next year. Explain Course Catalog, Credits, and Graduation Requirements. Explain backwards concept again.

Career>Schooling>What you need to do in high school to get into the college/training school for your career.

Day 3-4 —GPA Explain GPA and why it is necessary for colleges.

Assignment: GPA Worksheet (15)

Day 5-7—Balance Sheets. Research their job. Show them the BLS.GOV/OCO website. Find STARTING pay, not AVERAGE pay and explain the difference. Pass out the balance sheet and have them pay their bills using real data from the job they want (minus taxes). They have to balance their checkbook and pay all their bills.

Assignment: Balance Sheet (20)

Day 8-15—The job Process. Explain Applications, Resumes, and Job Interviews.

Notes and job Application

Mock Interviews

Assignment: Applications (10)

Interviews (5)

Final Exam (50)