

Keyboarding

Grade: 7

Standards:

Idaho Administrative Service Standards

Content Standard 1.0: Use office software applications

1.1.4 Demonstrate competency in Keyboarding and 10-key

W	Student Learning Target	Lessons	Materials	Assessments
e e k 1	Home Row	1-23	Computer Keyboard EdClub Login Journal Prompt Blank Keyboard Sheet	Journal Check Lesson Completion Keyboard Pre-Test
	Top Row	24-51		
W	Student Learning Target	Lessons		Assessments
e e k 2	Top Row Continued	24-51	Computer Keyboard EdClub Login Journal Prompts	Journal Check Lesson Completion
	Bottom Row	52-88		
W	Student Learning Target	Lessons		Assessments
e e k 3	Bottom Row Continued	52-88	Computer Keyboard EdClub Login Journal Prompts	Journal Check Lesson Completion
	Basic Level 1	89-126		
W	Student Learning Target	Lessons		Assessments
e e k 4	Basic Level 1 Continued	89-126	Computer Keyboard EdClub Login Journal Prompts	Journal Check Lesson Completion
	Tricky Words 1	127-137		
	Shift Key	138-191		
W	Student Learning Target	Lessons		Assessments
e e k 5	Shift Key Continued	138-191	Computer Keyboard EdClub Login Journal Prompts	Journal Check Lesson Completion
	Common Patterns 1	192-202		
W	Student Learning Target	Lessons		Assessments
e e k 6	Basic Level 2	203-233	Computer Keyboard EdClub Login Journal Prompts	Journal Check Lesson Completion
	Tricky Words 2	234-244		
W	Student Learning Target	Lessons		Assessments
e	Numbers	245-274	Computer	Journal Check

e k 7	Common Patterns	275-285	Keyboard EdClub Login Journal Prompts	Lesson Completion
W e k 8	Student Learning Target	Lessons		Assessments
	Basic Level 3	286-316	Computer	Journal Check
	Symbols	317-346	Keyboard EdClub Login Journal Prompts	Lesson Completion
W e k 9	Student Learning Target	Lessons		Assessments
	Symbols Continued	317-346	Computer	Journal Check
	Common Patterns 3	347-357	Keyboard EdClub Login Journal Prompts Blank Keyboard Sheet	Lesson Completion

Careers

Grade: 8th Grade

Embedded Standards: These standards are year-long ongoing standards that should be taught to mastery by the end of the year.

***See attached standards**

W e k 1	Student Learning Target	Lessons	Assessments
	Identify Best Career Options	Tuesday: Career Aptitude Test	Career Aptitude Test
		Wednesday: Aptitude Test Results: Arrange tables according to top career choices. Career Readiness Self Evaluation	Self-Evaluation Stereotype Lesson Plan
	Identify common stereotypes	Thursday: Stereotypes	
W e k 2	Student Learning Target	Lessons	Assessments
		Monday & Tuesday: "How stereotypes have affected me". Write a 1-2 page essay on how you have been affected by stereotypes.	Essay Rubric Career Exploration Sheet
	Explore top/favorite career options	Wednesday: Career Exploration	
	Learn about other careers	Thursday: Career Exploration Continued. Think Pair Share	
W e k 3	Student Learning Target	Lessons	Assessments
	Science (non-medical)	Career Exploration Continued	Questions & Responses
		Research Questions for guest speaker	
		Guest Speaker: Science	

W e e k 4	Student Learning Target	Lessons	Assessments
	Financial Literacy	Budget Basics	BB-Worksheet 1 Cash or Credit Spent
		Spent Cost of Living Simulator	
		Guest Speaker: Business Manager	
W e e k 5	Student Learning Target	Lessons	Assessments
	Military	Military Jobs	Advertisement Example Self-Discipline Lesson Plan
	Goal Setting	Create an Advertisement	
	Self-Discipline	Self-Discipline Discussion	
		Career Self-Evaluation Goals	
		Guest Speaker: Military Recruiter	
W e e k 6	Student Learning Target	Lessons	Assessments
	Leadership	Minute to Win-It	Cup Stack Game, Blind Retriever, hula hoop pass, form a shape, Keep it up (feather blowing game), Marshmallow Spaghetti Tower
	Communication	Marshmallow Spaghetti Tower	
		Guest Speaker:	
W e e k 7	Student Learning Target	Lessons	Assessments
		HDCC Workshop	
		HDCC Application	
		College Exploration	
W e e k 8	Student Learning Target	Lessons	Assessments
		HDCC Continued	
		Guest Speaker:	
W e e k 9	Student Learning Target	Lessons	Assessments
		College Presentations	
		Guest Speaker:	

W e e k	Student Learning Target	Lessons	Assessments
	Integrity	See Assessments*	Integrity lesson ideas Integrity Balloon Game Integrity Recipe
	Guest Speaker:		

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Week 11	Student Learning Target	Lessons	Assessments
	5 year Career Pathway Plan	Career Pathway Plan	Where does the time go 4 Year Class Registration Plan
		Time Management	
		Scholarship Essay Final Print	
Week 12	Student Learning Target	Lessons	Assessments
		ISAT Testing 2 Days Resume	
Week 13	Student Learning Target	Lessons	Assessments
		ISAT Testing 2 Days Personal Letter of Recommendation	
Week 14	Student Learning Target	Lessons	Assessments
		ISAT Testing 1 Day Interview Skills	
Week 15	Student Learning Target	Lessons	Assessments
		Introduction to Entrepreneurship	Kid Entrepreneurship Lesson Plan
		Products & Services	
		Inspiration for Business Ideas	
	Create a Business Idea		
Week 16	Student Learning Target	Lessons	Assessments
		Target Market	Kid Entrepreneurship Lesson Plan
		Marketing & Branding	
		Costs, Pricing, & Profit	
	Prototype		
Week 17	Student Learning Target	Lessons	Assessments
		Selling	Kid Entrepreneurship Lesson Plan
		Negotiation	
	Motivation		

W e e k 1 8	Student Learning Target	Lessons	Assessments
		Create a Business Model	Kid Entrepreneurship Lesson Plan
W e e k 1 9	Student Learning Target	Lessons	Assessments
		Pitch your Business	Kid Entrepreneurship Lesson Plan
		Shark Tank	

10th Grade/Business Communications

	Unit/Topic	Objective	Standards	Resources/Materials	Assessments/Assignments	
Semester 1	Chapter 1: Business Communication in the Digital Age	-positive and neutral business messages. -oral communication skills	ICT.9-12.1.a- d ICT.9-12.2.a- d ICT.9-12.3.a- d	Essentials of Business Communication	-oral presentation on culture -chapter assessments -group assignments (problem solving) -Final (oral presentation): how to resolve a problem at local business -chapter assignments	
	Chapter 2: The Writing Process in the Information Age	-presentation skills (eye contact, tone, gestures, volume, clarity, time, content, preparedness, posture).	ICT.9-12.4.a- d ICT.9-12.5.a- d ICT.9-12.6.a- d		Vocabulary: Transitional expressions Topic Subtopic Supporting sentence Revise Flabby expressions Long lead-ins Wordy Redundant Trite Concise Cliché Slang Buzzwords Buried verbs Email Claim Positive/neutral messages Direct/indirect approach	
	Chapter 3: Workplace Communication	-professional writing -nonverbal communication	3.1.1 3.1.2 3.1.6 3.2.1			
	Chapter 4: Business Reports	-purpose -anticipating the audience	3.2.2 3.2.3 3.2.4			
	Chapter 5: Professionalism, Teamwork, Meetings, and Speaking Skills	-adapting to the audience -tone and clarity	4.1.1 4.1.2. 4.1.3 4.1.4			
	Chapter 6: Employment Communication	-workplace messages -relationships in writing drafting skillful writing techniques -Draft workplace messages -organize information to show relationships drafting with powerful sentences -mastering skillful writing techniques -draft business messages so they are clear,	4.1.5 4.1.6 4.2.1. 4.2.2 4.2.3 5.1.1 5.1.2 5.1.3			
						Final: chapters 1-6

		concise, and professional -write a professional email -Identify direct emails and determine appropriate subject lines for each professionally and politely respond to customer complaints			
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9th Grade/Computer Applications

	Unit/Topic	Objective	Standards	Resources/Materials	Assessments/Assignments
Semester 1	MS Excel	sum, average, subtotal, count, modulus, power, ceiling, floor, concatenate, len, replace, substitute, and collages ribbon tools Insert slides	9-10.CS.01-04 9-10.IC.04 9-10.IC.05 9-10.IC.06 9-10.IC.0 7, 10, 11 1.1.1 1.1.2 1.1.3 1.1.4 1.1.5 1.1.6	Microsoft Office 365 for beginners 2022	Excel: -Calculate formulas using MS Excel -Create spreadsheet -Quiz on calculating formulas and identifying tools in ribbon -Chapter assessment on using Excel tools PowerPoint: -10-slide PowerPoint presentations (icon/shape story) -photo album Word: Insert a picture behind text, incorporate various texts, pictures, colors, and borders onto a page. calendar using table options business flyers, cards, and grand opening hand out. thank you and congratulations cards. persuasive essay cover letter resume newsletter
	MS PowerPoint	PowerPoint presentation. Insert pics insert shapes, transitions, pictures, text, shapes, videos shape and icon story	1.2.1 1.2.2 1.2.3 1.2.4 1.3.1 1.3.2 1.4.1 1.4.2 1.4.3 1.4.4 1.4.5		
	MS Word	Create and present 10-slide photo album Insert a picture behind text, incorporate various texts, pictures, colors, and borders onto a page. calendar using table options business flyers, cards, and grand opening hand out. thank you and congratulations cards. persuasive essay cover letter resume newsletter	1.4.6 1.5.3 1.5.4 1.5.5 1.5.6		
Semester 2	MS OneNote	-Immersive reader		Microsoft Office 365 for beginners 2022	-audio recording -speech to text

		<ul style="list-style-type: none"> -audio recording -speech to text -translator -sections -pages 			<ul style="list-style-type: none"> -immersive reader -translator -recipe using sections and pages
	MS OneDrive	<ul style="list-style-type: none"> -Publisher -PowerPoint -Word 			<ul style="list-style-type: none"> -create ad in Publisher -create 6-slide PowerPoint slideshow using video recording on product or service
	MS Outlook	<ul style="list-style-type: none"> -email daily schedule -email weekly schedule -email monthly Calendar -creating groups -sending professional emails to groups 			<ul style="list-style-type: none"> -create MS Word document in OneDrive (five-paragraph essay on the effects computers have in workplace, education, politics, etc) -email daily schedule -email weekly schedule -email monthly calendar -create group in email -send professional emails to groups
	MS Teams	<ul style="list-style-type: none"> -one-on-one chat -on-to-many chat -video conference w/google slides 			<ul style="list-style-type: none"> -one-on-one chat -one-to-many chat -video conference w/google slides
	Paint 3D	<ul style="list-style-type: none"> -2D picture -3D story -creative drawing with writing tools 			<ul style="list-style-type: none"> -2D picture -3D story -creative drawing
	Publisher	<ul style="list-style-type: none"> -flier -logo -postcard -invitation -graduation card 			<ul style="list-style-type: none"> -flier -logo -postcard -summer party invitation -2023 graduation card
	Canva	<ul style="list-style-type: none"> -poster -collage -infographic -magazine cover 			<ul style="list-style-type: none"> -poster -collage -infographic -magazine cover <p>Final: favorite computer app. presentation</p>

11th/12th Grade/Economics

	Units/Topics	Objectives	Standards	Resources/Materials	Assessments/Assignments
Semester 2	Chapter 1: Fundamentals of Economics	-scarcity -opportunity cost -trade-offs -production possibilities curve	9-12.E.4.2.1 9-12.E.4.2.2 9-12.E.4.2.3 1.1.1 1.1.2 1.1.3 1.1.4 2.1.1 2.1.2 2.1.3	Savvas: Economics	-Chapter 1 quiz/assessment (short answers) -Chapter 1 end-of-section assessment questions -Guns vs Butter debate -Group assignment-analyzing product or service created
	Chapter 2: Free Enterprise and Other Economic Systems	-the three key economic questions -free markets -centrally planned economics -mixed economies -benefits of free enterprise -supporting economic growth -public goods -externalities	2.1.4 2.1.5 2.1.6 2.1.7 2.1.8 2.2.1 2.2.2 2.2.3 2.2.4 2.2.5 2.3.1 2.3.2 2.3.3 2.3.4 2.3.5 2.4.1 2.4.2 2.4.3 2.4.4		Chapter 2 quiz/assessment (persuasive essay) -Chapter 2 end-of-section assessment questions -Rock-paper-scissors activity to learn different forms of government -Group discussion (government making education for all) -group assignment (Island Game)-build your own economy on an island -Island Game presentations
	Chapter 3: Demand, Supply, and Prices	fundamentals of demand -shifts in demand -elasticity in demand fundamentals of supply -costs of production -changes in supply -equilibrium and price controls -changes in market equilibrium -prices at work	2.4.3 2.4.4 2.4.5 3.1.1 3.1.2 3.1.3 3.1.4 3.1.5 3.1.6 3.1.7 4.1.1 4.1.2 4.1.3 4.1.4 4.1.5 4.1.6 4.1.7 5.1.1 5.1.2 5.2.1 5.2.2 5.2.3 5.2.4		Chapter 3 quiz/assessment -chapter 3 end-of-section assessment questions -debate (excise tax, subsidies) -Island Game dioramas

	Chapter 4: Competition and Market Structures	-perfect competition -monopolies -monopolistic Competition and oligopoly -government regulation and competition	5.3.1 5.3.2 5.3.3 5.3.4 5.3.5		Chapter 4 quiz/assessment (five paragraph essay) -Chapter 4 assessment questions -JD Rockefeller video Questionnaire
	Chapter 5: Business and Labor	-sole proprietorships -partnerships and franchises -corporations -nonprofit organizations -the labor force -labor and wages -labor unions			Chapter 5 quiz/assessment (business type presentation) -chapter 5 assessment questions -sole proprietorship, partnership, franchise video questionnaires
	Chapter 6: Money, Banking, and Financial Markets	-role of money -changes in American banking -the federal reserve system -the functions of modern markets -investing -bonds and other financial assets -stocks			Chapter 6 quiz/assessment -chapter 6 assessment questions -barter activity -land/real estate investment activity -video-investing in stocks -how to set a CD Final: chapters 1-6

8th Grade/Introduction to Computers

	Units/Topics	Objectives	Standards	Resources/Materials	Assessments/Assignments
Semester 2	Chapter 1: Introduction to Computers	-evolution of the computer -different classes of computers Communications networks Social effects of computers	6-8.CS.01-04 6-8.DA.01-05 6-8.IC.02 1.1.1 1.1.2 1.1.3 1.1.4 1.1.5 1.1.6	Introduction to Computers 2022 Edition	PowerPoint: -“My Story” 10-slide PowerPoint presentation -10-slide icon story -5-slide shape story -5-slide PowerPoint presentation on the effects of computers Word: -5-paragraph essay on unethical behaviors -spring poem -creative drawing -March calendar -business flyer -business cards -holiday party invitation -Menu -persuasive essay (pros/cons of computers) -cover letter -resume OneNote: -immersive reader -audio recording -dictation -recipe book MS Teams: -one-to-one chat -group chat -video conference Publisher: -flier -logo -graduation card -post card Canva: -poster -collage -infographic Final: Ch. 1-8
	Chapter 2: Computer Components	-central processing -memory -secondary storage -input devices -output devices Communication devices -bus	1.3.1 1.3.2 1.4.1 1.4.2 1.4.3 1.4.4 1.4.5 1.4.6 1.5.3 1.5.4 1.5.5 1.5.6		
	Chapter 3: Software	-system software -application software -ethical issues related to computer software			
	Chapter 4: System Unit	-motherboards -memory --instruction -machine cycles -cache -ROM -data representation --adapter cards -Bay -connectors -ports -video connectors			
	Chapter 5: Input Devices	-keyboards -scanners -pointer devices -speech recognition			

	<p>Chapter 6: Output Devices</p> <p>Chapter 7: Storage</p> <p>Chapter 8: Networks, Internet, World Wide Web</p>	<ul style="list-style-type: none"> -visual output -audio output -hard disk drives -solid-state drives -optical storage devices -flash memory -obsolete media -cloud storage -data compression -data security -internet -e-commerce -wikis -blogs -podcasts -webcasts -surfing the web -using search engines -social networking -how the web works -virtual private networks -social issues 			
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9th-11th Grade/Personal Finance

	Units/Topics	Objectives	Standards	Resources/Materials	Assessments/Assignments
Semester 1	<p>Chapter 1: Believe</p> <p>Chapter 2: Earning Money: Why and How</p> <p>Chapter 3: Deliberate Saving and Spending</p> <p>Chapter 4: The Basis of Wealth</p> <p>Chapter 5: Net Worth: A Helpful Measure</p> <p>Chapter 6: Prepare to Invest</p> <p>Chapter 11: Taxes</p>	<p>-pitfalls when it comes to being able to retain money</p> <p>-common financial mistakes people make</p> <p>--quality attributes in an employee -how to get more</p> <p>-employer's perspective understanding students'</p> <p>unique assets -quality leadership -get out of your own way</p> <p>-mature financial decisions -how to become enthusiastic and energetic about financial goals -set yourself up for success -how to budget -find a house within a budget -find a car within a budget -assets and liabilities -household operating cash flow -how to grow net worth -investing -retirement</p>	<p>14.1.2 14.1.3 14.1.4 14.1.5 14.1.6 14.1.7 14.1.8 14.2.1 14.2.2 14.2.8 .</p>	<p>Textbook: Personal Finance-Quick-start Guide</p>	<p>Chapter assessments In-class activities Group assignments Oral presentations Responses to videos</p> <p>Project: Spending tracker Budget log</p> <p>Vocabulary: Savings Budget Good/bad debt Good/bad credit Assets Capital Attributes Fixed loan Interest Mortgage Fixed expenses Financial freedom Assets Liabilities Net income Investing Retirement Taxes Taxable income Adjusted gross income Standard deduction Itemizing</p> <p>Final: chapters 1-6 and 11</p>