

	Quarter 1/3			Quarter 2/4		
Topic	Personal Data & Information Management	Research & Internet, Word Processing and Presentation	Word Processing and Presentation, Spreadsheets	Spreadsheets	Spreadsheets, Data	Ethics and Security, History of Computers
Essential Questions	Why is it important to be organized? Is your desktop the best place to save every document?	How do you know which application to use for each task? How can office 365 be used to complete your assignments? How does learning the options in one application transfer to the other programs?	How can office 365 be used to complete your assignments? How does learning the options in one application transfer to the other programs?	When will you use spreadsheets? What makes spreadsheet so powerful?	When will you use spreadsheets? What makes spreadsheet so powerful? How does analyzing data help us?	Why is it wrong to take other's work without their permission? What is intellectual property? What are the possible consequences of using digital media and communication devices? What does the history of computer tell us about the future?
Standards/ Outcomes	3.2.1.0.1, 3.2.1.0.2, 3.2.1.0.3	3.2.1.0.1, 3.2.1.0.2, 3.2.1.0.3	3.2.1.0.1, 3.2.1.0.2, 3.2.1.0.3, 3.2.1.0.4	3.2.1.0.1, 3.2.1.0.2, 3.2.1.0.4	3.2.1.0.1, 3.2.1.0.2, 3.2.1.0.4, 3.2.1.0.5	3.2.1.0.6, 3.2.1.0.7
Curriculum Materials	Office 365, Libre Office, Google Applications	Office 365, Libre Office, Google Applications	Office 365, Libre Office, Google Applications	Office 365, Libre Office, Google Applications	Office 365, Libre Office, Google Applications	Office 365, Libre Office, Google Applications
Supplemental Materials	Chrome	Chrome	Chrome	Chrome	Chrome	Chrome
Connections						
Assessments	Formative - Clean Desktop - Folders with proper labels					