

BCCS
COMPUTERS 9 (Computer Literacy) Curriculum Map
 (Revised 4-29-08)

Month	Essential Questions <i>What are the fundamental, enduring questions that will guide study and instruction?</i>	Content <i>What is being covered and what is the important vocabulary? What do students need to know?</i> (Topics, Issues, works, problems, themes)		Skills <i>Use verbs to tell: What do students have to be able to do connected to the content?</i>	Assessment <i>Use nouns to describe: What evidence (products and/or performances) is collected to establish that the Content and Skills have been learned about the Essential Questions?</i>	Standards/Benchmarks <i>What benchmarks are met through this topic?</i> (Use the code/s that match the state standards.)
September	Is the student able to: 1. Create a document 2. Select and edit text 3. Format characters	Be Able To: 1. Start Word 2. Identify parts of the word screen 3. Key text into a document 4. Perform basic text editing 5. Name and save a document 6. Print a document 7. Close a document and exit Word 8. Open an existing document 9. Insert nonprinting characters 10. Move within a document 11. Undo and Redo actions 12. Repeat actions 13. Select text 14. Save a revised document 15. Work with document properties 16. Apply basic character formatting 17. Change font types and font sizes 18. Choose character formats from the Font dialog box 19. Repeat and copy character formatting 20. Change case 21. Highlight text 22. Use task panes to apply and remove character formatting 23. Align paragraphs 24. Change line and paragraph spacing 25. Set paragraph indents 26. Apply borders and shading 27. Repeat and copy paragraph formats and paragraph styles 28. Create bulleted and numbered lists Insert symbols and special characters	Vocabulary: Antonym Ascending sort order AutoComplete AutoCorrect Auto Recover Auto shapes AutoText Bitmap Boilerplate Bookmark Border Bulleted list Caption Category axis Cell Character style Chart title Clip art Clipboard Clips Code Collapse Comment Comment reference mark Concordance file Contiguous text Crop Cut and paste Cycle diagram Data marker Data point Data series Data source	Be Able To: 1. Evaluate student work 2. Synthesize Lesson Activities 3. Analyze Review Questions 4. Apply knowledge gained to Lesson Applications 5. Define Lesson Terms 6. Restate Lesson Objectives	1. Lesson Activities 2. Review Questions 3. Lesson Applications 4. Terms Quizzes 5. Tests 6. Unit Tests	