|  |  |  |  |
| --- | --- | --- | --- |
| BCS 1 - Nine Weeks (QTR)  **Laurens County Schools Business Computer Science Curriculum Map** | | | |
| **Unit 1** | **Unit 2** | **Unit 3** | **Unit 4** |
| Name: Keyboarding | Name: Computer Fundamentals & Internet Safety | Name: Careers & 21st Century Skills | Name: Intro to Computer Applications |
| Time frame: 4WEEKS | Time frame: 2 WEEK | Time frame: 1 WEEK | Time frame: 2WEEK |
| Standards/Elements: MSBCS-BCSI-4/A,B,C | Standards/Elements: MSBCS-BCSI-1/A,B,C; 2/A, B, C, D; MSBCS-BCSI-5/A, B | Standards/Elements: MSBCS-BCSI-3/A,B,C, MSBCS-BCSI-7/A,B,C | Standards/Elements: MSBCS-BCS-8/ABCDE; 9, 11, 12 |
| **KUDs** | **KUDs** | **KUDs** | **KUDs** |
| Know: Students will know the location and correct keystroke technique for alphanumeric keys and correct position and posture at the keyboard | Know: Students will know the basic computer components and the safe utilization of computer equipment. Students will examine the ethical and safety issues involved in the efficient use of the Internet. | Know: Students will know their potential career matches according to Interest Surveys. Students will know what is expected of 21st Century employees. | Know: Students will know the basics of the MS Office Suite. |
| Understand: The need for correct keying skills as it pertains to ergonomics and 21st Century Skills. | Understand: Students will understand and identify computer system components and demonstrate computer maintenance and safety. Students will understand and discuss Internet safety and security issues. | Understand: Students will understand the knowledge gained form individual assessments and develop a career plan. Students will understand the employability skills: teamwork, problem-solving and organization. | Understand: Students will understand and apply basic skills in word processing, spreadsheet, database, desktop publishing and multimedia presentation software. |
| Do: Demonstrate proper keying technique and posture when using the QWERTY keyboard. | Do: Students will identify and define the key functional components and explain operating system software (Windows) and application software (Office) and give examples. Students will use the Internet as a resource modeling ethical use of Internet resources. | Do: Students will develop an individual career plan reflecting their personal traits and values. Students will demonstrate employability skills and personal work ethic needed to be successful in the workplace. | Do: Students will create various documents, spreadsheets, files using the MS Office Suite: Word, Excel, Access, Publisher and Powerpoint. |
| Vocabulary: QWERTY, Key, keyboard, alphanumeric, posture, touch keying, source-copy, skills, position, home keys, reach, ergonomics, finger placement, technique, speed, accuracy, gwam | Vocabulary: ethics netiquette, spam, computer virus, hacking, hacker, identity theft, firewall, privacy policy, copyright, fair use doctrine, plagiarism, acceptable use policy | Vocabulary: Career, cooperation, teamwork, development, employee, employer, enterprise,entrepreneur, entry-level job, foresight, incentive, income, labor,manager, market, productivity, reliability, responsibility, service worker, skill, specialization, standard of living, wage, workplace | Vocabulary: badge, contextual tabs, dialog box launcher, gallery, groups, integrate, interface, KeyTip, launch, Live Preview, Microsoft Office 2007, Mini toolbar, Office Button, Quick Acess Toolbar, Ribbon, ScreenTip, suite, tabs |
| Performance Task: Performance Test; also demonstration of correct posture and technique when using the keyboard. “Baseball Cards” – bulletin board activity. | Performance Task: Students create and manage their personal assignments folders. Utilize online Internet Safety activities and worksheets. | Performance Task: Use GA411 data, Research chosen career and create a Career T-Shirt. “Dress for Success Day” | Performance Task: Create a PBL, Create a form, create a brochure, Utilize presentation software for academic project, |
| Notes: Students will use the MICROTYPE 5 program during class; Students will use the typingweb.com website as additional resource. | Notes Click here to enter text. | Notes Click here to enter text. | Notes Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| BCS 2 – Nine Weeks (QTR) | | | |
| **Unit 1** | **Unit 2** | **Unit 3** | **Unit 4** |
| Name: Keyboarding & Ergonomics | Name: Computer Applications & Intro to Business | Name: Careers & 21st Century Skills | Name: Internet Safety |
| Time frame: 3 WEEKS | Time frame: 3-WEEKS | Time frame: 1 WEEKS | Time frame: 1 WEEKS |
| Standards/Elements: MSBCS-BCSI-4/A,B,C,D | Standards/Elements: MSBCS-BCS-8/ABCDE; 9, 11, 12;BCS-BCSII-11/A, B | Standards/Elements: MSBCS-BCSII-2 & 3/A,B,C, MSBCS-BCSI-7/A,B,C | Standards/Elements: MSBCS-BCSII-10/A,B – 12/ |
| **KUDs** | **KUDs** | **KUDs** | **KUDs** |
| Know: Students will know and demonstrate appropriate techniques and ergonomic issues and refine touch keying method. | Know: Students will know the basics of the MS Office Suite. Students will know and discuss the characteristics and opportunities that lead to the development of a successful career in a business career. | Know: Students will know their potential career matches according to Interest Surveys. Students will know what is expected of 21st Century employees. | Know: Students will examine the ethical and safety issues involved in the efficient use of the Internet. |
| Understand: The need for correct keying skills as it pertains to ergonomics and 21st Century Skills. | Understand: Students will understand and apply basic skills in word processing, spreadsheet, database, desktop publishing and multimedia presentation software. Students will understand the requirements, job responsibility, employment trends and opportunities for careers in business. | Understand: Students will understand the knowledge gained from individual assessments and develop a career plan. Students will understand the employability skills: teamwork, problem-solving and organization. Demonstrate an understanding of the nature of employer-employee relationships. Discuss child labor laws. | Understand: Students will understand and identify computer system components and demonstrate computer maintenance and safety. Students will understand and discuss Internet safety and security issues. |
| Do: Demonstrate proper keying technique and posture when using the QWERTY keyboard. | Do: Students will create various documents, spreadsheets, files using the MS Office Suite: Word, Excel, Access, Publisher and Powerpoint. Create a logo, slogan, letterhead, and business card for an imaginary business. | Do: Students will develop an individual career plan reflecting their personal traits and values. Students will demonstrate employability skills and personal work ethic needed to be successful in the workplace. | Do: Students will identify and define the key functional components and explain operating system software (Windows) and application software (Office) and give examples. Students will use the Internet as a resource modeling ethical use of Internet resources. |
| Vocabulary: QWERTY, Key, keyboard, alphanumeric, posture, touch keying, source-copy, skills, position, home keys, reach, ergonomics, finger placement, technique, speed, accuracy, gwam, RSI repetitive stress injury, carpal tunnel syndrome, ergonomics, | Vocabulary: badge, contextual tabs, dialog box launcher, gallery, groups, integrate, interface, KeyTip, launch, Live Preview, Microsoft Office 2007, Mini toolbar, Office Button, Quick Acess Toolbar, Ribbon, ScreenTip, suite, tabs | Vocabulary: Career, cooperation, teamwork, development, employee, employer, enterprise,entrepreneur, entry-level job, foresight, incentive, income, labor,manager, market, productivity, reliability, responsibility, service worker, skill, specialization, standard of living, wage, workplace | Vocabulary: ethics netiquette, spam, computer virus, hacking, hacker, identity theft, firewall, privacy policy, copyright, fair use doctrine, plagiarism |
| Performance Task: Staying in Touch with your Keyboard: \*timed writings, record GWAM and graph data. | Performance Task: Create a PBL, Create a form, create a brochure, Utilize presentation software for academic project. Create various documents for imaginary business. | Performance Task: Use GA411 data, Research chosen career and create a Career T-Shirt and/or Powerpoint. “Dress for Success Day” Skits on Positive/Negative work attitudes. | Performance Task: ISafe resources; Internet Scavenger Hunt, Pros-Cons Chart |
| Notes: Students will use the MICROTYPE 5 program during class | Notes Incorporate FBLA | Notes CAREER PORTFOLIO | Notes ethics netiquette, spam, computer virus, hacking, hacker, identity theft, firewall, privacy policy, copyright, fair use doctrine, plagiarism |

|  |  |  |  |
| --- | --- | --- | --- |
| BCS 3 – Nine Weeks (QTR) | | | |
| **Unit 1** | **Unit 2** | **Unit 3** | **Unit 4** |
| Name: Keyboarding & Computer Applications | Name: Careers – Pathways & 21st Century Skills | Name: Financial Literacy | Name: Business Foundations & Internet Safety |
| Time frame: 4 WEEKS | Time frame: 2 WEEKS | Time frame: 1-WEEK | Time frame: 2 WEEKS |
| Standards/Elements: MSBCS-BCSIII, MSBCS-BCSI-8, MSBCS-BCSII-9 | Standards/Elements: MSBCS-BCSII-2 & 3/A,B,C, MSBCS-BCSI-7/A,B,C | Standards/Elements: MSBCS-BCSIII – 12, 13 | Standards/Elements: MSBCS-BCSII-10/A,B – 12/ |
| **KUDs** | **KUDs** | **KUDs** | **KUDs** |
| Know: Students will know and demonstrate appropriate techniques and ergonomic issues and refine touch keying method. Students will know the basics of the MS Office Suite. | Know: Students will know their potential career matches according to Interest Surveys. Students will know what is expected of 21st Century employees. | Know: Students will know the basics of economics and personal finance. | Know: Students will know various skills needed to be a successful entrepreneur. Students will examine the ethical and safety issues involved in the efficient use of the Internet. |
| Understand: The need for correct keying skills as it pertains to ergonomics and 21st Century Skills. Students will understand and apply basic skills in word processing, spreadsheet, database, desktop publishing and multimedia presentation software. | Understand: Students will understand the knowledge gained from individual assessments and develop a career plan. Students will understand the employability skills: teamwork, problem-solving and organization. Demonstrate an understanding of the nature of employer-employee relationships. Discuss child labor laws. | Understand: Students will demonstrate an understanding of personal finance. | Understand: Students will understand the basics of risk management. Students will understand and discuss Internet safety and security issues. |
| Do: Demonstrate proper keying technique and posture when using the QWERTY keyboard. Students will create various documents, spreadsheets, files using the MS Office Suite: Word, Excel, Access, Publisher and Powerpoint. | Do: Students will develop an individual career plan reflecting their personal traits and values. Students will demonstrate employability skills and personal work ethic needed to be successful in the workplace. | Do: Students will create various documents, spreadsheets, files using the MS Office Suite: Word, Excel, Access, Publisher and Powerpoint. Create a logo, slogan, letterhead, and business card for an imaginary business. | Do: Students will investigate famous entrepreneurs and identify traits that they have in common. Students will use the Internet as a resource modeling ethical use of Internet resources. |
| Vocabulary: QWERTY, Key, keyboard, alphanumeric, posture, touch keying, source-copy, skills, position, home keys, reach, ergonomics, finger placement, technique, speed, accuracy, gwam, badge, contextual tabs, dialog box launcher, gallery, groups, integrate, interface, KeyTip, launch, Live Preview, Microsoft Office 2007, Mini toolbar, Office Button, Quick Acess Toolbar, Ribbon, ScreenTip, suite, tabs | Vocabulary: Career, cooperation, teamwork, development, employee, employer, enterprise,entrepreneur, entry-level job, foresight, incentive, income, labor,manager, market, productivity, reliability, responsibility, service worker, skill, specialization, standard of living, wage, workplace | Vocabulary: scarcity, elasticity of supply and demand, natural, human and capital goods, personal finance, economics, saving, investing, earning a living, budgeting, expenses – variable and fixed, budgets | Vocabulary: entrepreneur, franchise, market, global marketplace, marketplace, ethics netiquette, spam, computer virus, hacking, hacker, identity theft, firewall, privacy policy, copyright, fair use doctrine, plagiarism |
| Performance Task: Staying in Touch with your Keyboard: \*timed writings, record GWAM and graph data. | Performance Task: Use GA411 data, Research chosen career and create a Career T-Shirt and/or Powerpoint. “Dress for Success Day” Skits on Positive/Negative work attitudes. | Performance Task: Create budget/spending plan using spreadsheet. Variety of tasks provided by online program EverFi | Performance Task: Students will plan and create a marketing brochure using Publisher. ISafe resources; Internet Scavenger Hunt, Pros-Cons Chart |
| Notes: Students will use the MICROTYPE 5 program during class | Notes CAREER PORTFOLIO | Notes Use EverFi – web based learning | Notes Guest speaker: local entrepreneur |