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| **COURSE INTRODUCTION:**  **Course Rationale:** This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.  **Course Description:** This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications. |

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| **UNIT DESCRIPTION:**  Students will utilize the Internet as a valuable resource tool. | | | **SUGGESTED UNIT TIMELINE: Ongoing**  **CLASS PERIOD (min.): 50 min Class Periods** | | | | | |
| **ESSENTIAL QUESTIONS:**   1. **How can the Internet be used effectively?** 2. **How can the Internet be used as a tool?** 3. **How would our culture be different without the Internet?** | | | | | | | | |
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| **ESSENTIAL MEASURABLE LEARNING OBJECTIVES** | | **CCSS LEARNING GOALS (Anchor Standards/Clusters)** | | **CROSSWALK TO STANDARDS** | | | | |
| **GLEs/CLEs** | **PS** | **CCSS** | **NBEA** | **DOK** |
| * 1. Demonstrate correct use of Internet terminology | |  | |  |  | RI.11-12.4 | COMM.I.B.1.4 | **2** |
| * 1. Demonstrate principal usages of online communication (e.g., upload, download, attaching files) | |  | |  |  |  | COMM.I.D.1.6  COMM.IV.3.2 | **2** |
| * 1. Demonstrate principal usages of the Internet (e.g., search, locating URLs) | |  | |  |  |  | COMM.IV.4.1  IT.VIII.1.1 | **2** |
| * 1. Identify copyright principles (e.g., public domain, copy protection, licensing) | |  | |  |  | W.11-12.8 | COMM.IV.3.9  BL.V.C.3.7 | **3** |
| * 1. Employ proper online etiquette | |  | |  |  |  | COMM.IV.2.4  COMM.IV.2.7 | **2** |
| * 1. Utilize browser tools (e.g., favorites, shortcuts, homepage, cookies, history) | |  | |  |  |  | COMM.IV.1.4 | **2** |
| * 1. Utilize online productivity tools (e.g., cloud computing, Web 2.0, Google docs) | |  | |  |  |  | COMM.IV.4.1 | **2** |
| * 1. Evaluate Internet resources | |  | |  |  | RST.11-12.7 | IT.VIII.1.2 | **4** |
| **ASSESSMENT DESCRIPTIONS\*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )**  **Formative: Internet Scavenger Hunt Activities, Intra curricular in other units (ie evaluating websites for MLA reports, etc.), Netiquette Quiz,**  **\*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)** | | | | | | | | |
| **Obj. #** | **INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)** | | | | | | | |
| 1 & 3 | 1. Explore website: LearntheNet.com that discusses Internet history, differences, researching, netiquette, etc. | | | | | | | |
| 5 | 1. Explore website: NetSmartz.org and download activities under teacher resources. | | | | | | | |
| 4 | 1. Review Copyright PowerPoint and Ethics PowerPoint | | | | | | | |
| **Obj. #** | **INSTRUCTIONAL ACTIVITIES: (What Students Do)** | | | | | | | |
| 1 & 3 | 1. Have students do LearntheNet.com activities | | | | | | | |
| 5 | 1. Have students do NetSmartz.org activities | | | | | | | |
| 4 | 1. Students take notes on copyright and ethics PowerPoints | | | | | | | |
| **UNIT RESOURCES: (include internet addresses for linking)**  [**www.netsmartz.org**](http://www.netsmartz.org)[**http://lessonplans.btskinner.com/intlit.html**](http://lessonplans.btskinner.com/intlit.html)[**www.learnthenet.com**](http://www.learnthenet.com) **– Website that discusses Internet history, differences, researching, netiquette, etc.**  **Resources@MCCE - BE DVD ROM 16.1, Manners for the Real World: Basic Social Skills, Revised 2008:** Coulter Video, Inc., WINSTON SALEM, NC, COULTER VIDEO, INC., 2004. This program demonstrates how to act during some of the most common interactions between people. Designed for ages from upper elementary school through adult, it features descriptions and demonstrations of appropriate behavior in the areas of: personal hygiene; conversations; introductions; telephone and Internet use; table manners; behavior for ladies and gentlemen; manners in public; serving as a host; being a guest. Each topic is discussed in a segment with a review of key points at the end. Upper elementary school - adult. 44 minutes. Resources@MCCE - G&C DVD ROM 54, CyberSafety: Cambridge Educational, LAWRENCEVILLE, NJ, FILMS MEDIA GROUP, 2008. This program warns students about how vulnerable they are whenever they venture into the cyber realm-even when they think they're among "friends." Explaining how to take precautions in chat rooms, on social networking sites, and anywhere that predators lurk, the program strongly advises against physically meeting any online acquaintance and emphasizes that parents or guardians must be involved in such meetings. Commentary from experts and questions from peers reinforce the notion of an irreversible virtual footprint-a trail that all Internet users leave which can be used against them. 19 minutes.Resources@MCCE - TE 11.0000 P187, Media Literacy: Thinking Critically About the Internet: Peyton Paxson, PORTLAND, ME, WALCH EDUCATION, 2009. Designed to help students develop critical-thinking skills through media literacy, focuses on the Internet. Provides students with information about the Internet as an entertainment medium, as a business, and as a source of social and cultural exchange. Strives to make students more informed and more discerning Internet users.Resources@MCCE - BE DVD ROM 9, Business Basics: Copyrights: Global Video, LLC, SCOTTSDALE, AZ, GLOBAL VIDEO, LLC, 2004. Program describes what needs to be copyrighted and what does not. Visit the U.S. Copyright Office and learn the answers to common questions about copyright law. 18 minutes. Grades 9-12. | | | | | | | | |