**Technology**

Course Pacing Guide and Due Dates –1st Quarter

**Unit 1 – Introduction to Computers**

**Unit 2 – Getting Connected with Technology**

**Unit 3 – Word Processing**

Section 1: Introduction to Word Processing

**September 26**

**□** iReady Math

**September 27**

**□** Learn how to use Google Docs

**□** Take Unit 3 Pre-test

**□** Begin Tutorial

**□** Attempt Section 1 Mastery Test

**September 28 (Late Take-in: shortened schedule)**

**□** Continue reading Tutorial and taking notes

Section 2: Creating and Formatting Documents

**September 29**

**□** Make second attempt at Mastery Test if necessary

**□** Begin Tutorial

**September 30**

**□** Continue reading Tutorial and taking notes

**□** Attempt Section 2 Mastery Test

**October 3**

**□** iReady Math

Section 3: Editing Documents

**October 4**

**□** Open the Section 3 Exploration and save as:

**Lastname\_firstname\_Editing Documents**

**□** Begin working on the exploration

**October 5**

**□** Continue working on the exploration

**October 6**

**□** Continue working on the exploration

**October 7**

**□** Exploration is due by the end of the class period

**□** Attempt Section 3 Mastery Test

Section 4: Tracking Changes in Documents

**October 10** Holiday

**October 11**

**□** Open the Section 4 Exploration and begin reading about Tracking Changes in Documents

Section 5: Creating Tables in Documents

**October 12**

**□** Attempt Section 4 Mastery Test

(You do not need to complete the Exploration)

**□** Open the Section 5 Exploration and save as:

**Lastname\_firstname\_Creating Tables**

**□** Begin working on the exploration

**October 13**

**□** Continue working on the exploration

**□** Attempt Section 5 Mastery Test

**□** Sections 1-4 Mastery Tests are due

**□** Sections 3 and 5 Explorations are due

**End of 1st Quarter**

**October 14**

Section 6: Creating Research Papers

**□** Open the Section 6 Exploration and save as:

**Lastname\_firstname\_Creating Research Papers**

**□** Begin working on the exploration

**October 17**

**□** iReady Math

**□** Section 5 Exploration is due

**October 18**

**□** Continue working on the exploration/research

**October 19**

**□** Continue working on the exploration/research

**October 20**

**□** Continue working on the exploration/research

**October 21**

**□** Continue working on the exploration/research

**October 24**

**□** iReady Math

**October 25**

**□** Continue working on the exploration/research

**□** Open the Section 7 exploration and save as:

**Lastname\_firstname\_Graphics in Documents**

**October 26**

**□** Continue working on the exploration/research

**October 27**

**□** Continue working on the exploration/research

**October 28**

**□** Research Paper and Exploration due

**October 31**

**□** iReady Math

**Unit 4 : Spreadsheets and Databases**

**November 2**

**□** Section 7 Exploration is due

**□** Take Unit 3 Post Test

**□** Take Unit 4 Pre Test

Section 1: Introduction to Spreadsheets

**November 3**

**□** Begin Tutorial

**□** Attempt Section 1 Mastery Test

**November 4**

**□** Continue reading Tutorial and taking notes

Section 2: Formatting Spreadsheets

**November 7**

**□** Begin Tutorial

**□** Attempt Section 2 Mastery Test

**November 9**

**□** Continue reading Tutorial and taking notes

Section 3: Formulas and Functions

**November 10**

**□** Open the Section 3 Exploration and save as:

**Lastname\_firstname\_Formatting Spreadsheets**

**□** Begin working on the exploration

**November 11**

**□** Continue working on the exploration

**November 14**

**□** Complete Exploration

**□** Attempt Section 3 Mastery Test

Section 4: Displaying Data in Charts

**November 15**

**□** Open the Section 3 Exploration and save as:

**Lastname\_firstname\_Data in Charts**

**□** Begin working on the exploration

**November 16**

**□** Continue working on the exploration

**November 17**

**□** Complete Exploration

**□** Attempt Section 4 Mastery Test

Section 5: Sorting and Filtering Data

**November 18**

**□** Open the Section 5 Exploration and save as:

**Lastname\_firstname\_Sorting and Filtering Data**

**□** Begin working on the exploration

**November 28**

**□** iReady Math

**November 29**

**□** Continue working on the exploration

**November 30**

**□** Continue working on the exploration

**December 1**

**□** Complete Exploration

**□** Attempt Section 5 Mastery Test

**December 2**

**□** Take Unit 4 Post Test

**□** Take Unit 5 Pre Test

**Unit 5 : Presentations**

Section 1: Introduction to Presentation Software

**December 5**

**□** iReady Math

**December 6**

**□** Begin Tutorial

**□** Attempt Section 1 Mastery Test

**December 7**

Section 2: Editing Presentations

**□** Begin Tutorial

**□** Attempt Section 2 Mastery Test

Section 3: Slideshow presentation Guidelines

**December 8**

**□** Begin Tutorial

**□** Attempt Section 3 Mastery Test

\*\*\*\****You do not need to create slides as you go***\*\*\*\*\*

Section 4: Multimedia Effects

**December 9**

**□** Open the Section 4 Exploration and read. Answer the questions to yourself and review for your own understanding. You do not need to complete this Exploration.

**□** Attempt Section 4 Mastery Test

Section 5: Creating Presentations

**December 12**

**□** Open the Section 5 Exploration and save as:

**Lastname\_firstname\_Creating Presentations**

**□** Begin working on the exploration

**December 13**

**□** Continue working on the exploration

**December 14**

**□** Continue working on the exploration

**December 15**

**□** Continue working on the exploration

**December 16**

**□** Take Unit 5 Post Test

**□** Review for Exam

**□** Submit your completed presentation for scoring

**□ December 19-21 EXAMS**