

Time Frame	SOL Objective	Essential Understandings/Questions	Essential Knowledge/Skills
Weeks 1-18	001,002,003 004, 005, 006, 007, 011,013, 015, 032, 071, 074,075, 076,	<p>Workness Readiness Skills including ethics, integrity, teamwork skills, self-representation skills, diversity awareness, conflict-resolution skills, creativity and resourcefulness are skills which grow as the semester moves along.</p> <p>Students through working with groups and as individuals throughout the semester will show the ability to make proper choices which relate to having good ethics, integrity, teamwork, representation, diversity awareness, conflict-resolution skills and use creativity and resourcefulness to complete all work in a timely manner in a way that fosters a congenial atmosphere in the classroom.</p> <p>There will be several assessment opportunities: Having no office referrals will show a choice of using good ethics, conflict-resolution skills, diversity awareness and choosing proper integrity in the class.</p> <p>*Students will successfully complete a “team project” the last 2 weeks of school showing teamwork, self-representation, creativity and resourcefulness.*</p>	<p>Personal Qualities and People Skills</p> <p>Professional Knowledge and Skills</p> <p>Addressing Elements of Student Life</p> <p>Workplace Readiness Skills: Personal qualities and People Skills Covering SOL’s in <u>English</u> Writing, researching skills,</p>
Weeks 1-2	030-032 019-021 033	<p>Identify purposes and goals of FBLA, Explain benefits and responsibilities of membership</p> <p>Using technology to demonstrate technology skills, understand the Internet and use and security, telecommunications skills</p> <p>*Assessment: Complete a web based scavenger hunt about FBLA.</p>	<p>Addressing Elements of Student Life</p> <p>Technology Knowledge and Skills</p>

Weeks 1-3	041-047, 085, 088-94	Explain the function of a computer system, boot, access, and exit operating system and software, input data, use file management techniques, determine memory and disk space, create backup. Maintain printer, clean hardware and peripherals, run Scan Disk, identify safety precautions, identify hazards with disk, and troubleshoot Hardware.	Mastering Basic Computer Operations Maintaining Computer System
Weeks 1-6	034-040	Keying, Manipulating-the keyboard and software, improving technique, improving speed and accuracy, proofreading, editing and ergonomic.	Mastering Keyboarding Skills
7-11	048-55 086-087	Identifying word processing programs, keying letters, memos, reports, displays, tables, and outlines; composing documents, editing documents, enhancing documents, changing layouts and using features issues related to copyright, public domain, copy protection, and licensing agreements, and concepts of security, integrity, courtesy, and confidentiality related to information and communication systems.. Use electronic resources, documentation and tools to produce a document,	Using Word Processing Applications Identifying Ethical issues Related to Computers and computer Systems
Week 12	058-063	Identifying database programs, creating databases, enter, move and edit data, process reports using sort and merge, access data searching, designing and producing reports in various formats.	Communicating with Databases
Week 13	064-070, 072, 073 056, 057	Identify spreadsheet programs, enter data and formulas, edit spreadsheets, analyze data and create graphs and charts. Integrate a spreadsheet and database applications into a word processed document, set printer specifications,	Communicating with Spreadsheets Using Word Processing Applications

Weeks 14-15	014, 012, 018 095- 101, 077, 079,080, 081, 082, 083, 022- 029	Job Acquisition and Advancement Skills, Work with VA Wizard Students shall use a CD in an interactive way.	Professional Knowledge and Skills Developing Employability Skills Communicating Through Networks and Telecommunications
Week 16	008, 009, 010, 017 016	Demonstrate effective speaking and listening skills, effective reading and writing skills, and critical-thinking and problem solving skills. Students will create a Brochure as a Travel agency-in which they will research a “destination” and plan a trip including the math and maps necessary to reach the destination. Hotel, meals, transportation, and leisure.	Professional Knowledge and Skills
Weeks 17-18	071, 074,075, 076	Please note in Weeks 1-18 section, students will be constructing a PowerPoint which is a culminating activity of using graphic features and other objectives as listed in the 1 st item and this item.	Incorporating Graphic Features

*Any assessment which has a * has been completed and ready to be printed.

*Item 078 may cause legal issues and we feel it is inappropriate to teach students to actually create and operate web sites.