NYS Learning/Core Standards	Content (What needs to be taught?)	Curriculum Materials Used	(All) Assessments Used (Daily/Weekly/Benchmarks)	Time Line
CDOS standard 2-3A, 3B Integrated Learning Universal Foundation skills Career Majors	Define URL's, domains, Boolean logic. Demonstrate basic search techniques using Google.com Demonstrate advanced search techniques using Google.com Define and demonstrate Ego-surfing Use the internet to find demographics on a purchasing a new car. Create and format a research paper.	Personal computer Internet Msword Video on Dr. Mainframe	Quiz on Dr. Mainframe Search technique quiz Ego surfing project Car project	February

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CDOS standard 2-3A, 3B **Integrated Learning** **Universal Foundation skills** **Career Majors**	**Use the internet to gather information on a foreign country, answer 50 questions.** **Create, insert a slide using powerpoint.** **Open, existing file, insert slides, navigate, print slides and handouts.** **Insert objects using various layouts, format background, text.** **Insert slide transitions, custom animations.** **Insert sounds, animated graphics.** **Record voice and create video to be inserted into slide.** **Add music to slides.**	**Personal computer** **Internet** **Msword** **Powerpoint** **Headset with microphone** **Digital camera**	**Country project** **Powerpoint project**	**March**

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CDOS standard 2-3A, 3B **Integrated Learning** **Universal Foundation skills** **Career Majors**	**Create a multimedia slide show based upon the foreign country project.** **Identify columns, rows and cells** **Identify cell addresses, navigate on spreadsheet, format color of cells.** **Enter data in cells, edit cells, save file.** **Use quick fill techniques to add data quickly** **Change data alignment** **Change row and column heights and widths.** **Apply various number formats.** **Enter simple formulas** **Create a sales journal**	**Personal computer** **Internet** **MxExcel**	**PowerPoint project**	**April**

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CDOS standard 2-3A, 3B **Integrated Learning** **Universal Foundation skills** **Career Majors**	**Using MsExcel:** **Create a net profit report** **Compare and contrast relative and absolute cell references in formulas.** **Compare and contrast payroll definitions.** **Calculate gross pay, deductions, net pay using hourly wages.** **Calculate gross pay, deductions, net pay using piece rate.** **Insert advanced formulas: average, count, sum, maximum, minimum.** **Create column, line, bar and pie graphs.** **Enhance charts appearances** **Using MsWord:** **Format hyperlinks linking to internal and external sites.** **Format the background** **Insert a table, movies, pictures, animated graphics.** **Create a personal webpage.**	**Personal computer** **Internet** **MxExcel**	**Various spreadsheet projects** **Webpage project**	**May**

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NYS Learning/Core Standards	Content (What needs to be taught?)	Curriculum Materials Used	(All) Assessments Used (Daily/Weekly/Benchmarks)	Time Line
CDOS standard 2-3A, 3B **Integrated Learning** **Universal Foundation skills** **Career Majors**	**Interpret and gather stock quotes.** **Gather information about the Beatles** **Review project for final**	**Personal computer** **Internet** **MxExcel**	**Various spreadsheet projects** **Final exam**	**June**