

**Rankin County School District**

**CURRICULUM MAP - 1st Semester**

**Conner, Griffith, Hughes**

**SUBJECT/GRADE: Senior Project**

**NORTHWEST RANKIN HIGH SCHOOL**

	<b>Competency</b>	<b>Essential Questions</b>	<b>Content</b>	<b>Skills</b>	<b>Activities</b>	<b>Assessment</b>
<b>August</b>	1. Review components of a computer system. 2. Evaluate and review use of appropriate hardware, software, research techniques, e-mail, and operating systems. 3. Use advanced software techniques to produce specialized projects.	How do you create, compose, format and print MLA style journals, business letters and envelopes?  What are proofreader's marks and how are they used?	Creating and formatting Word documents.  Proper format of business letters and envelopes.  Text enhancement and use of clip art.  Proofreader marks and their use	Create, compose, and format Word documents  Format business letters  Demonstrate effective use of text enhancement and clip art	Review components of computer system and prepare login.  Set up journals & create letterhead. Write thank-you note to mentor.  Review proofreaders' marks and tips. Collect information from references	Observation Demonstration Peer evaluation Evaluation of printed documents
<b>September</b>	1, 2, 3,	How do you create, compile, compose, and format business & college style resumes, letters of application for business and college?  How do you design and layout a Sign of Commitment?  What are the components of a business proposal and how are they formatted?	Details of page setup  Indents and tabs  Use of graphic lines  Use of proofreader's marks  Introduce business proposal writing (UbD)	Set margins, indents, and tabs appropriately  Demonstrate proper use of graphic lines  Recognize the importance of listening skills  Use proofreader's marks in the editing process.	Prepare business and college resume.  Prepare Sign of Commitment.  Prepare good news and bad news letters.  Prepare Excel spreadsheet	Observation Demonstration Peer and group evaluation Evaluation of printed documents
<b>October</b>	1, 2, 3 4. Discuss and identify legal and ethical aspects of advanced software applications and Internet resources.	How do you design a basic Power Point Presentation?  Why is it important to use primary and secondary sources in researching a topic?	Power Point basics  Managing Power Point sound, backgrounds, timing, and art  Differences and importance of primary and secondary research in business reports	Create a simple Power Point presentation  Add sound, backgrounds, timing and art effectively to achieve a professional quality presentation  Use primary sources in up to date research of a career of interest	Merge spreadsheet and word documents.  Prepare business proposal using column formatting	Observation Demonstration Peer evaluation Evaluation of printed documents

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**SUBJECT/GRADE: Advanced Information Tools**

**NORTHWEST RANKIN HIGH SCHOOL**

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<b>November</b>	1. Review components of a computer system. 2. Evaluate and review use of appropriate hardware, software, research techniques, e-mail, and operating systems. 3. Use advanced software techniques to produce specialized projects.	How do you create, compose, format and print MLA style outlines and research papers? What are the key elements of a business oral presentation?  How do you design and animate a business PowerPoint presentation?	Creating and formatting outlines and research papers using Word.  Proper organization and preparation for a business presentation.  Text enhancement and formatting of a business proposal.	Create, compose, and format outlines, research papers, and works cited pages.  Format business proposal.  Demonstrate effective use of text enhancement and formatting in business proposal.	Review components of computer system and prepare login. Set up journals & create letterhead. Write thank-you note to mentor. Review proofreader's marks and tips. Collect information from references	Observation Demonstration Peer evaluation Evaluation of printed documents
<b>December</b>	1, 2, 3 4. Discuss and identify legal and ethical aspects of advanced software applications and Internet resources	How do you enhance a business presentation using a PowerPoint presentation?	Content and slide preparation for business presentations compared to informal classroom reports or presentations.	Present introductory PowerPoint	Present personal introductory PowerPoint	Observation Demonstration Peer and group evaluation Evaluation of printed documents

**Rankin County School District**

**CURRICULUM MAP - 2nd Semester**

**Conner, Griffith, Hughes**

**SUBJECT/GRADE: Senior Project**

**NORTHWEST RANKIN HIGH SCHOOL**

	<b>Competency</b>	<b>Essential Questions</b>	<b>Content</b>	<b>Skills</b>	<b>Activities</b>	<b>Assessment</b>
<b>January</b>	1. Review components of a computer system. 2. Evaluate and review use of appropriate hardware, software, research techniques, e-mail, and operating systems. 3. Use advanced software techniques to produce specialized projects. Discuss and identify legal and ethical aspects of advanced software applications and Internet resources	What does the Internet provide in the way of career searches, aptitude tests, and college curriculum information?  How do you format a two-column newsletter?  How do you format an informational brochure?	Internet search techniques for career and college information.  Proper formatting of two-column newsletters.  Proper formatting of 6-column informational brochures.	Search the Internet for career inventory tests  Search the Internet for curricula and courses of study at universities, community colleges, or vocational schools.  Demonstrate proper formatting of newsletter.  Demonstrate proper formatting of brochure..	Complete two Internet career inventory tests.  Search and print 4-year curriculum for two courses of study at two schools of choice.  Prepare a two-column newsletter giving advice to juniors about senior project.  Prepare an informational brochure from research paper information.	Observation Demonstration Peer evaluation Evaluation of printed documents
<b>February</b>	1, 2, 3, 4	How do you use a duplexing printer and print a brochure front and back?  How do you design an interactive game using PowerPoint	Details of printer setup for two-sided printing.  Demonstration of interactive PowerPoint steps and procedures.	Set up a color, laser printer to print copy on both sides of page.  Link PowerPoint slides in random order or to web pages to create a game.	Print informational brochure.  Prepare interactive PowerPoint games using 3rd grade required objectives	Observation Demonstration Peer and group evaluation Evaluation of printed documents
<b>March</b>	1, 2, 3, 4.	What is expected in a demonstration presentation?  What are the required components of proof of product?  How do you write an overview of a program or project?	Presentation to demonstrate proper execution of interactive game  Components to include satisfying burden of proof of product.  Elements of an overview of a project	Demonstrate an interactive PowerPoint game.  Prepare physical proof of completed project or product.  Write an overview of a project or long-term activity	Present a demonstration of an interactive PowerPoint game.  Prepare a proof of product notebook.  Write a senior project overview.	Observation Demonstration Peer evaluation Evaluation of printed documents

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<b>April</b>	1. Review components of a computer system. 2. Evaluate and review use of appropriate hardware, software, research techniques, e-mail, and operating systems. 3. Use advanced software techniques to produce specialized projects. 4. Discuss and identify legal and ethical aspects of advanced software applications and Internet resources	How do you write a reflection of a program or project?  How do you write business thank you letters and letters of invitation to an event?  What are the proper components of a visual aid for a formal presentation?  How do you prepare a presentation portfolio to accompany a formal presentation?	Creating and formatting reflection of long-term project.  Formatting and preparation of thank you letters, letters of invitation, and envelopes.  Elements to include in visual aid to accompany presentation. Elements to include in preparation of portfolio to accompany presentation.	Create, compose, and format reflection of a long-term project.  Format and prepare thank you letters, letters of invitation, and envelopes.  Identify key elements to include in visual aid to accompany formal presentation.  Identify key elements to include in portfolio to accompany formal presentation.	Prepare reflection of senior project.  Prepare letters inviting mentor to presentation and thank you letters to the judges and mentor.  Prepare tri-fold board to enhance presentation.  Prepare portfolio to enhance presentation.	Observation Demonstration Peer evaluation Evaluation of printed documents
<b>May</b>	1, 2, 3, 4.	How do you prepare for a formal business presentation?	Content and slide preparation for business presentations compared to informal classroom reports or presentations.  Components of presentation outline.  Organizational skills.  Tips for oral presentation.	Prepare a formal business presentation in defense of a given topic or subject.	Make senior project presentation in defense of research topic and community service product before a panel of four or five adults.	Observation Demonstration Peer and group evaluation Evaluation of printed documents