



HOMEWOOD-FLOSSMOOR HIGH SCHOOL COURSE SCOPE & SEQUENCE



Semester 1 '10 –'11 Department: Business & Computer Education **Course:** Computer Applications

Instructor(s): Alexander, O'Neill, Patterson

This course is aligned to: **College Readiness Standards and/or College Board Standards** Other:

*The Homewood-Flossmoor High School Course Scope & Sequence provides parents and students with a semester-long overview of each class that we offer. **An instructor may alter a course's scope & sequence as needed.** Students are responsible for keeping track of due dates and other pertinent course information in their H-F Student Planners. Parents, please contact your child's teacher by telephone or e-mail to clarify any questions you may have about the scope & sequence of a particular course.*

WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #1 8/16 – 8/20 No school: 8/16 & 8/17	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • W.IV.c.2. • W.IV.e.3. 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • Syllabus, Folders, MicroType Setup • MicroType 1-3, TyperShark • MT, Word Intro • MT, Word Intro Review, I Am 	<ul style="list-style-type: none"> • Timed Writings 	
WEEK #2 8/23 – 8/27	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • MT, I Am • Word Quiz • MT, Alphabet Soup • MT, Alphabet Soup 	<ul style="list-style-type: none"> • Word Intro Quiz 	
WEEK #3	<ul style="list-style-type: none"> • W.II.b.1 	Introduction to	<ul style="list-style-type: none"> • MT, Job 1: Gwinnett 	<ul style="list-style-type: none"> • 	



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8/30 – 9/3 PLC day: 9/3	<ul style="list-style-type: none"> • W.III.d.1. • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. 	Microsoft Word	<ul style="list-style-type: none"> • MT, Job 1: Gwinnett, Job 2: Start Cities • MT, Job 2: Start Cities • MT, Job 3: Snellville 		
WEEK #4 9/6 – 9/10 No school: 9/6 Pep assembly: 9/10	<ul style="list-style-type: none"> • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • MT, Job 3: Snellville, 9/11 Flyer • MT, Job 4 Drawing Tools • MT, Internet Scavenger Hunt • MT, Internet Scavenger Hunt, Job 5 Autobiography Brochure 	<ul style="list-style-type: none"> • 	
WEEK #5 9/13 – 9/17	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<u>Microsoft Word:</u> Personal & Professional Business Correspondence	<ul style="list-style-type: none"> • Intro to Personal Letters, Letter 2 Pg. 125 • Letter 1 Pg. 126 • Letter 2 Pg. 126 • Letter 1 Pg. 128 	<ul style="list-style-type: none"> • 	
WEEK #6 9/20 – 9/24 PLC day: 9/24	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.i. 	<u>Microsoft Word:</u> Personal & Professional Business Correspondence	<ul style="list-style-type: none"> • Letter 2 Pg. 128, Letter 3 Pg. 128 • Letter to Mr. P • Intro to Business 	<ul style="list-style-type: none"> • Letter to Mr. P 	



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	<ul style="list-style-type: none"> • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 		<p style="text-align: center;">Letters/Letterhead</p> <ul style="list-style-type: none"> • Celebrity Letter, Letter 2 Pg. 129 		
<p>WEEK #7 9/27 – 10/1</p>	<ul style="list-style-type: none"> • W.II.b.1 • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<p><u>Microsoft Word:</u> Personal & Professional Business Correspondence</p>	<ul style="list-style-type: none"> • Letter 1 Pg. 131, Letter 2 Pg. 132 • Letter 2 Pg. 132, Letter 3 Pg. 132 • Comp Letter 1, Comp Letter 2 • Comp Letter 2, Comp Letter 3 	<ul style="list-style-type: none"> • Complaint Letters 	
<p>WEEK #8 10/4 – 10/8 PLC day: 10/8</p>	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<p><u>Microsoft Word:</u> Tables</p>	<ul style="list-style-type: none"> • Intro to Tables • Top 10 Tables • Top 10 Tables • Tables to Complete 	<ul style="list-style-type: none"> • 	
<p>WEEK #9 10/11 – 10/15 No school: 10/11 All School Testing: 10/13</p>	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. 	<p><u>Microsoft Word:</u> Tables</p>	<ul style="list-style-type: none"> • Tables to Complete • Table Assessment • Table Assessment • Table Assessment 	<ul style="list-style-type: none"> • Table Assessment 	



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	<ul style="list-style-type: none">• R.II.a.1.• W.IV.c.2.• W.IV.e.3				
WEEK #10 10/18 – 10/22 End of 1 st Quarter: 10/22	<ul style="list-style-type: none">• S.I.a.1.• S.I.a.2.• S.I.c.3.• M.II.b.1.• M.II.b.2.• M.II.b.3.• M.II.b.4.• M.II.d.2.	Introduction to Microsoft Excel	<ul style="list-style-type: none">• Introduction to Excel• Top 10's• Richest	<ul style="list-style-type: none">•	



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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #11 10/25 – 10/29 PLC day: 10/29	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • S.I.c.3. • M.II.b.1. • M.II.b.2. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Tallest • Tallest • Temps • Temps 	•	
WEEK #12 11/1 – 11/5 Parent/teacher Conferences: 11/4 No school: 11/5	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • S.I.c.3. • M.II.b.2. • M.II.b.3. • M.II.b.4. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Population • Population • Cubs • Cubs 	•	
WEEK #13 11/8 –11/12 No school: 11/11	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • M.II.b.1. • M.II.b.2. • M.II.b.3. • M.II.b.4. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Class Party • Class Party • Class Party • Movies 	•	
WEEK #14 11/15 – 11/19 PLC day: 11/19	<ul style="list-style-type: none"> • S.I.a.1. • S.I.c.3. • M.II.b.1. • M.II.b.2. 	Introduction to Microsoft Excel <hr/> Introduction to PowerPoint	<ul style="list-style-type: none"> • Movies <hr/> <ul style="list-style-type: none"> • Intro to PowerPoint • Intro to PowerPoint • Favorite Restaurants 	<ul style="list-style-type: none"> • <hr/> <ul style="list-style-type: none"> • Intro to PPT Quiz 	



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	<ul style="list-style-type: none"> • M.II.b.3. • M.II.b.4. • M.II.d.2. <hr style="width: 20%; margin: 10px auto;"/> <ul style="list-style-type: none"> • W.II.b.1 • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. 				
<p>WEEK #15 11/22 – 11/26 No school: 11/25 & 11/26</p>	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	<p>Introduction to PowerPoint</p>	<ul style="list-style-type: none"> • Favorite Restaurants • Viking Ice Cream Shoppe 	<ul style="list-style-type: none"> • 	
<p>WEEK #16 11/29 – 12/3</p>	<ul style="list-style-type: none"> • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	<p>Introduction to PowerPoint</p>	<ul style="list-style-type: none"> • Viking Ice Cream Shoppe • Autobiography 	<ul style="list-style-type: none"> • 	
<p>WEEK #17 12/6 – 12/10 PLC day:</p>	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. 	<p>Introduction to PowerPoint</p>	<ul style="list-style-type: none"> • Autobiography • Autobiography 	<ul style="list-style-type: none"> • Autobiography Presentations 	



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12/10	<ul style="list-style-type: none"> • W.III.d.2. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 		Presentations		
WEEK #18 12/13 – 12/17	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	<u>Introduction to PowerPoint</u>	<ul style="list-style-type: none"> • Autbio Presentations 	•	
WEEK #19 1/3 – 1/7 WEEK #20 1/10 – 1/14 Finals: 1/11 – 1/13 Marking Day 1/14	<ul style="list-style-type: none"> • 	Final Review	<ul style="list-style-type: none"> • Final Review 	•	
	<ul style="list-style-type: none"> • 	Finals	<ul style="list-style-type: none"> • Finals 	•	



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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #1 1/17 – 1/21 No school: 1/17	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • W.IV.c.2. • W.IV.e.3. 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • Syllabus, Folders, MicroType Setup • MicroType 1-3, TyperShark • MT, Word Intro • MT, Word Intro Review, I Am 	<ul style="list-style-type: none"> • Timed Writings 	
WEEK #2 1/24 – 1/28 PLC day: 1/28	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • MT, I Am • Word Quiz • MT, Alphabet Soup • MT, Alphabet Soup 	<ul style="list-style-type: none"> • Word Intro Quiz 	
WEEK #3	<ul style="list-style-type: none"> • W.II.b.1 	Introduction to	<ul style="list-style-type: none"> • MT, Job 1: 	<ul style="list-style-type: none"> • 	



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1/31 – 2/4	<ul style="list-style-type: none"> • W.III.d.1. • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. 	Microsoft Word	Gwinnett <ul style="list-style-type: none"> • MT, Job 1: Gwinnett, Job 2: Start Cities • MT, Job 2: Start Cities • MT, Job 3: Snellville 		
WEEK #4 2/7 – 2/11 PLC day: 2/11	<ul style="list-style-type: none"> • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	Introduction to Microsoft Word	<ul style="list-style-type: none"> • MT, Job 3: Snellville, 9/11 Flyer • MT, Job 4 Drawing Tools • MT, Internet Scavenger Hunt • MT, Internet Scavenger Hunt, Job 5 Autobiography Brochure 	•	
WEEK #5 2/14 – 2/18	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<u>Microsoft Word:</u> Personal & Professional Business Correspondence	<ul style="list-style-type: none"> • Intro to Personal Letters, Letter 2 Pg. 125 • Letter 1 Pg. 126 • Letter 2 Pg. 126 • Letter 1 Pg. 128 	•	
WEEK #6 2/21 – 2/25	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. 	<u>Microsoft Word:</u> Personal &	<ul style="list-style-type: none"> • Letter 2 Pg. 128, Letter 3 Pg. 128 	• Letter to Mr. P	



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No school: 2/21 PLC day: 2/25	<ul style="list-style-type: none"> • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	Professional Business Correspondence	<ul style="list-style-type: none"> • Letter to Mr. P • Intro to Business Letters/Letterhead • Celebrity Letter, Letter 2 Pg. 129 		
WEEK #7 2/28 – 3/4	<ul style="list-style-type: none"> • W.II.b.1 • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<u>Microsoft Word:</u> Personal & Professional Business Correspondence	<ul style="list-style-type: none"> • Letter 1 Pg. 131, Letter 2 Pg. 132 • Letter 2 Pg. 132, Letter 3 Pg. 132 • Comp Letter 1, Comp Letter 2 • Comp Letter 2, Comp Letter 3 	<ul style="list-style-type: none"> • Complaint Letters 	
WEEK #8 3/7 – 3/11 No School: 3/7 & 3/8	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3 	<u>Microsoft Word:</u> Tables	<ul style="list-style-type: none"> • Intro to Tables • Top 10 Tables • Top 10 Tables • Tables to Complete 	<ul style="list-style-type: none"> • 	
WEEK #9 3/14 – 3/18 PLC day: 3/18	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.i. 	<u>Microsoft Word:</u> Tables	<ul style="list-style-type: none"> • Tables to Complete • Table Assessment • Table Assessment 	<ul style="list-style-type: none"> • Table Assessment 	



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	<ul style="list-style-type: none">• W.V.d.1.ii.• W.V.d.1.iii.• R.II.a.1.• W.IV.c.2.• W.IV.e.3		<ul style="list-style-type: none">• Table Assessment		
WEEK #10 3/21 – 3/25 End of 1 st Quarter: 3/25	<ul style="list-style-type: none">• S.I.a.1.• S.I.a.2.• S.I.c.3.• M.II.b.1.• M.II.b.2.• M.II.b.3.• M.II.b.4.• M.II.d.2.	Introduction to Microsoft Excel	<ul style="list-style-type: none">• Introduction to Excel• Top 10's• Richest	<ul style="list-style-type: none">•	



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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #11 4/4 – 4/8	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • S.I.c.3. • M.II.b.1. • M.II.b.2. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Tallest • Tallest • Temps • Temps 	•	
WEEK #12 4/11 – 4/15 PLC day: 4/15	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • S.I.c.3. • M.II.b.2. • M.II.b.3. • M.II.b.4. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Population • Population • Cubs • Cubs 	• Cubs	
WEEK #13 4/18- 4/22 No school: 4/22	<ul style="list-style-type: none"> • S.I.a.1. • S.I.a.2. • M.II.b.1. • M.II.b.2. • M.II.b.3. • M.II.b.4. • M.II.d.2. 	Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Class Party • Class Party • Class Party • Movies 	•	
WEEK #14 4/25 – 4/29 PSAE: 4/26 &	<ul style="list-style-type: none"> • S.I.a.1. • S.I.c.3. • M.II.b.1. • M.II.b.2. 	Introduction to Microsoft Excel <hr/> Introduction to PowerPoint	<ul style="list-style-type: none"> • Movies _____ – • Intro to PowerPoint • Intro to PowerPoint 	<ul style="list-style-type: none"> • _____ • Intro to PPT Quiz 	



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4/27	<ul style="list-style-type: none"> • M.II.b.3. • M.II.b.4. • M.II.d.2. <hr style="width: 10%; margin: 5px auto;"/> <ul style="list-style-type: none"> • W.II.b.1 • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. 		<ul style="list-style-type: none"> • Favorite Restaurants 		
WEEK #15 5/2 – 5/6 PLC day: 5/6	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.III.d.2. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	Introduction to PowerPoint	<ul style="list-style-type: none"> • Favorite Restaurants • Viking Ice Cream Shoppe 	•	
WEEK #16 5/9 – 5/13	<ul style="list-style-type: none"> • W.III.d.2. • W.V.d.1.i. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	Introduction to PowerPoint	<ul style="list-style-type: none"> • Viking Ice Cream Shoppe • Autobiography 	•	
WEEK #17 5/16 –	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. 	Introduction to PowerPoint	<ul style="list-style-type: none"> • Autobiography • Autobiography 	• Autobiography Presentations	



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5/20 PLC day: 5/20	<ul style="list-style-type: none"> • W.III.d.2. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 		Presentations		
WEEK #18 5/23 – 5/27 Seniors’ last day: 5/26	<ul style="list-style-type: none"> • W.II.b.1 • W.III.d.1. • W.V.d.1.ii. • W.V.d.1.iii. • R.IV.e.1. • R.II.a.1. • W.IV.c.2. • W.IV.e.3. 	<u>Introduction to PowerPoint</u>	<ul style="list-style-type: none"> • Autbio Presentations 	<ul style="list-style-type: none"> • 	
WEEK #19 5/30 – 6/3 No school: 5/30 Final Exams: 5/31 – 6/2 Marking Day: 6/3	<ul style="list-style-type: none"> • 	Finals	<ul style="list-style-type: none"> • Finals 	<ul style="list-style-type: none"> • 	