

INFORMATION PROCESSING
Business and Computer Technology
Girard High School
BURNICK

Semester 1 Units

1st 9 Weeks:

Competency Followed

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| 1. Student Handbook/General Rules | IP1: A (1, 2, 3, 4, 5) |
| 2. Communication Skills Typing Unit | IP1: A (1, 2, 3, 4, 5); C1 |
| 3. Following Instructions Assignment | IP1: G (a & b) |
| 4. Formatting Memorandums | IP1: B (1 – 6); C (1, 2) |
| 5. Formatting Business Letters | IP1: B (1 – 6); C (1, 2) |
| 6. 6-Trait Letter Writing | IP1: C2 |
| 7. On-Line Tests | IP2: B |
| 8. Timed Writings | IP1: D1; F (3A) |

2nd 9 Weeks:

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| 1. Technology Timeline Research | IP1: F (C1); G (b1) (d1) |
| 2. Group Technology Poster | IP1: B4; C1; F, G (c & d) |
| 3. Computer Technology Terms | IP1: A1; C3; G (c1) |
| 4. Reading Strategy Computer Science) | IP1: C3 |
| 5. Math Strategy: Problem Solving | IP1: D |
| 6. Word Processing Use/Terms | IP1: A1; G (c1) |
| 7. Data Base: Letter Merge | IP1: A3-5; B (1, 3, 4); G2; IP2 B5 |
| 8. Formatting Business Cards/Labels | IP1: A3-4; G; IP2: B5 |
| 9. Formatting Data Base Reports | IP1: A3-4; G |
| 10. Formatting Tabbed Tables | IP1: A3-4; G; IP2: A8 |
| 11. Formatting with WORD Table Feature | IP1: A3-4; G |
| 12. Formatting Various Other Forms | IP1: A3-4; G; IP2: B1 |
| 13. On-Line Tests | IP2: B |
| 14. Timed Writings | IP1: D1; F (3A) |

Semester 2 Units

3rd 9 Weeks

	<u>Competency Followed</u>
1. Formatting Report Styles	IP2: A (1 – 9); C (1 – 3)
2. Research Paper (Various Topics)	IP2: A (1-2); E; F; G2
3. Business/Checkbook Unit	IP2: G (1-4)
4. Guest Speaker	IP2: G3
5. Composing at the Computer	IP2: F, G
6. Setting up Email	IP2: B2
7. On-Line Tests, Integration Tech.	IP2: B
8. Timed Writings	IP1: D1; F (3A)

4th 9 Weeks

1. Career Unit	IP2: G
2. Buying First Car Unit	IP2: B4, C D, F, G
3. Using Spreadsheets for Loans/Charts	IP2: B3; D
4. Math Integration Using Spreadsheets	IP2: B3; D
5. Powerpoint for Buying First Car	IP2: B4
6. Reading Strategy Integration	IP1: C3
7. Various Typing Forms & WP Review	IP2: A, B
8. On-Line Tests Integration Tech.	IP2: B
9. Timed Writings	IP1: D1; F (3A)