

Units and Assignments (detailed list included in Unit Overviews)

Word

1. Favorite Links
2. Internet Scavenger Hunt
3. Accomplishments and Goals (x2)
4. Personal Goals
5. Business / Personal Cards
6. Likes & Dislikes (x2)
7. Weekly schedule
8. Seven-day schedule
9. Concept Map creation w/ text boxes
10. Day in History
11. Scavenger Hunt
12. On-line Literacy

Excel

1. Introductory activities, demonstrations and stories
2. Basic Exercises (XL2, XL3, XL7)
3. Project/Activity budget
4. Cricket Chirps (XY scatter plot with linear regression line)
5. Classroom Survey and demographics
6. Typical Day's schedule
7. Typical Weekend schedule
8. Timeline: Integrate personal timeline with world events
9. Income and Education: Several handouts, discussion, role-play, etc on working, jobs, earnings and occupations
10. Monthly Budgets: Three budgets with income based on educational level
11. High School budget for car purchase
12. Community College budget for car purchase
13. College budget for car purchase
14. Dream car search (extra credit)

PowerPoint

Career Unit

1. College in Colorado: occupational interests, ongoing discussions regarding working, jobs and employment
2. Career PowerPoint: Well-defined Ppt. presentation standards
3. Earnings Chart: must be produced in Excel and copied into Career Ppt.
4. Resume: in Word; must reflect students' actual skills and demonstrate that they understand their strengths, capabilities, experience and employability at the present time.

Web Navigation Simulation & Hyperlinks

1. Web site simulation / navigational chart in Inspiration: Topic of their choice must be organized with at least three levels of hyperlinking, with at least two sub topics on each level.
2. PowerPoint web site simulation: must have active hyperlinks with home and return links at every level that is the same as the organizational chart and demonstrates grasp of nonlinear hyperlinking. Ppt. presentation standards not applicable since this is a web page simulation

Animation – as time permits

MovieMaker – as time permits; use photos, add text for narrative and titles