

Student Learning Map for Unit Topic: Skills for Success

Key Learning: Developing productivity skills in high school will help students be more successful academically and in the workplace.

Unit Essential Question:

What skills will be useful for school and workplace success?

Lesson Topic 1:
Keyboarding/Proofreading/Formatting

Lesson Topic 2:
Researching

Lesson Topic 3:
Time Management/Organization/
Presentation/Writing

Lesson Essential Questions:

1. Why should people learn how to utilize a computer keyboard?
2. Why is it important to proofread all documents?
3. Why are documents formatted in a specific way?
4. Why is spelling an important skill?

Lesson Essential Questions:

1. How should technology be used to research academic topics?
2. What resources are available through the library for academic research?
3. What are the consequences for plagiarizing?
4. How should sources be cited?

Lesson Essential Questions:

1. Why does all writing need an introduction, body, and conclusion?
2. What is a thesis statement?
3. Why are topic sentences necessary?
4. How are transitional phrases used in writing and speaking?
5. Why is time management and organization important to success in the classroom and workplace?

Vocabulary

keyboarding technique
reaches
proofreaders' marks
margins
page setup
tabs
title page
outline
works cited

Vocabulary:

search engines
search terms
.edu
MLA citation format
works cited
ELCO library website
library card catalog
Research Databases
Occupational Outlook Handbook
note cards

Vocabulary:

transitions
thesis statement
introduction
body
conclusion
time management
organization
professional dress
presentation skills

Standards: 1.5.9.A, 1.5.9.B, 1.5.9.C, 1.5.9.E, 1.5.9.F, 1.8.9.A, 1.8.9.B, 1.8.9C, 1.9.9.A, 13.2.11.B, 15.3.12.C, 15.3.12.E, 15.3.12.I, 15.4.12.L.

Key Learning: Students will learn about the technology that is an integral part of daily life. Special emphasis will be given to safety and ethical issues dealing with technology.

Unit Essential Question:
Why is it important to continuously learn about technology?

<u>Concept:</u> Use of Technology	<u>Concept:</u> Safety When Using Technology	<u>Concept:</u> Applications for Technology in School
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<u>Lesson Essential Questions:</u> <ul style="list-style-type: none"> • What technology is available for students to use at ELCO High School? • What are the required usernames and passwords for these technologies? • What is listed on the acceptable use policy for the school? 	<u>Lesson Essential Questions:</u> <ul style="list-style-type: none"> • How do students stay safe when using the Internet? • What are the consequences for cyberbullying and sexting? • What makes a good digital citizen? • What personal information should not be posted on the Internet? • What is character? 	<u>Lesson Essential Questions:</u> <ul style="list-style-type: none"> • How is word processing used to complete essays, letters, reports, publications, and other documents? • How are spreadsheets used for mathematical and organization functions? • How is presentation software used to prepare effective speeches? • What components make an effective speech?
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<u>Vocabulary:</u> password, username, URL, acceptable use policy, technology regulations, consequences for misuse, ethics, public folder, student folder, Google Apps, Wikispaces, Weebly, word clouds, Google, Creative Commons	<u>Vocabulary:</u> cyberbullying, texting, sexting, ethics, uploading, emailing, character, reputation, digital citizenship	<u>Vocabulary:</u> page setup, margins, print preview, spacing, hanging indents, decimal, left, right, center tabs, header/footer, cells, columns/rows, formulas, labels, graphs, animations, verbal transitions, technical transitions, eye contact, posture, enthusiasm, inflection, enunciation, rate of speech, organization, introduction, closure, printing, saving
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Standards:
15.3.12.B, 15.3.12.E, 15.3.12.H, 15.3.12.I, 15.3.12.M, 15.3.12.N, 15.3.12.Q, 15.3.12.S, 15.3.12.T, 15.3.12.U, 15.3.12.V, 15.3.12.W, 15.4.12.A, 15.4.12.B, 15.4.12.L

Key Learning: Choosing a career is an important process that should involve identifying an individual's aptitudes, abilities, interests, and personality traits. It is a lifelong, dynamic process that needs individual reflection and redirection based on life long learning.

Unit Essential Question:

How does an individual choose a career?

Concept:

Aptitudes & Abilities

Concept:

Interests

Concept:

Personality

Lesson Essential Questions:

- How are my aptitudes connected to my future success?
- What does an individual's aptitude have to do with his/her career choice?
- What is the difference between an aptitude and an ability?

Lesson Essential Questions:

- Why should an individual examine his/her interests to determine a possible future career?

Lesson Essential Questions:

- How does one's personality affect his/her career choice?
- How does an individual discover their personality traits?

Vocabulary:

aptitude
 aptitude test
 Differential Aptitude Test
 numerical reasoning
 verbal reasoning
 abstract reasoning
 perceptual speed and accuracy
 mechanical reasoning

Vocabulary:

interests
 interest inventory

Vocabulary:

personality traits
 Myers-Brigg personality test
 The Color personality test

Standards: Career Awareness: 13.1.11A, B, C, F, H / Student Interpersonal Skills: 16.1.12A,B,C,D / Reading, Writing, Speaking, and Listening: 1.6.9B, 1.8.9.A,B,C, 1.9.9A, 1.5.9.A,B,C, E,F / Business, Computer, and Information Technology 15.2.12A,B,E,F,J,L,Q, 15.3.12A,C,F,H,I,T