

**IBCA
WEEK 1**

<u>DAY</u>	<u>TOPICS</u>	<u>ACTIVITY</u>
MONDAY	Teacher PD	
TUESDAY	Teacher PD	
WEDNESDAY	<ul style="list-style-type: none"> • Syllabus • Introduction • Drills 	<ol style="list-style-type: none"> 1. Syllabus 2. Welcome 3. Ice Breaker Activity 4. Drills (please see APSB Emergency Procedures)
THURSDAY	<ul style="list-style-type: none"> • Introduction to the QWERTY Keyboard 	<ol style="list-style-type: none"> 1. Bell Ringer: How would you classify keys on the keyboard? 2. QWERTY Notes (Guided Notes or Cornell) 3. Label and color blank QWERTY Keyboard OR Create one using MOS Word. 4. Post Quizzlet or any review of your choosing 5. Exit Ticket
FRIDAY	<ul style="list-style-type: none"> • Review QWERTY Keyboard • Proper Keying Position 	<ol style="list-style-type: none"> 1. Bell Ringer 2. Review QWERTY Keyboard Concepts (Quizzlet or any resource of your choice) 3. QWERTY Keyboard Quiz 4. Introduction to Proper Keying Position 5. Proper Keying Notes 6. Exit Ticket
NOTES		

IBCA Week 2

<u>DAY</u>	<u>TOPICS</u>	<u>ACTIVITY</u>
MONDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Basic Navigation • Local storage and cloud storage 	<ol style="list-style-type: none"> 1. Bell Ringer 2. Handout: Labeling the desktop 3. Show how to store on local device (File Explorer) 4. Cloud Storage (Google Drive) 5. Exit Ticket
TUESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Basic Navigation 	<ol style="list-style-type: none"> 1. Bell Ringer 2. Flow Chart: File Folders 3. Exit Ticket
WEDNESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Pretest • File Management 	<ol style="list-style-type: none"> 1. Bell Ringer 2. Quiz Review (of your choice) 3. File Management Quiz 4. Pretest 5. Introduction to Email 6. Guided Notes: Email 7. Exit Ticket
THURSDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Email 	<ol style="list-style-type: none"> 1. Bell Ringer 2. Introduction to Email 3. Guided Notes: Email 4. Exit Ticket
FRIDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Create Passwords for all Class Accounts 	Bell Ringer

NOTES

**IBCA
Week 3**

<u>DAY</u>	<u>TOPICS</u>	<u>Agenda</u>
MONDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ <p>Basic Computing:</p> <ul style="list-style-type: none"> • What is a Computer? • Devices • Basics of Computing • Introduction to MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Computing Devices (TestOut (1.1.1 video), PowerPoint or PearDeck) (15-20 Min) 3. Guided Notes: Computing Devices 4. Activity: Computing Devices 5. Introduction to MOS Word 6. Exit Ticket (5 min)
TUESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Internet of Things (IOT) • Introduction to MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Input, Output, and Peripherals (Testout, Peardeck, or PowerPoint) 3. Guided Notes: Internet of Things 4. Activity: IOT 5. Activity: MOS Word 6. Catch up with Keyboarding/Typing 7. Exit Ticket (5 min)
WEDNESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ <p>Basic Computing:</p> <ul style="list-style-type: none"> • Computer Processing (Input, Output, Processing, and Storage) • Peripherals • Introduction to MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Input, Output, and Peripherals (Testout 1.3.1, Peardeck, or PowerPoint) 3. Guided Notes: Input/output Peripherals 4. Activity: Input Output Table Worksheet 5. Activity: MOS Word 6. Exit Ticket (5 min)

THURSDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • External Devices • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: External Devices (Testout 1.3.1, Peardeck, or PowerPoint) 3. Guided Notes: External Devices 1.3.5 4. Activity: Testout Lab or Port or Connectors Chart Activity 5. Activity: MOS Word 6. Exit Ticket (5 min)
FRIDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Assessment: Basic Computing 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. Test 1: Basic Computing 3. Activity: MOS Word 4. PowerPoint Activity: Ports and Connectors
NOTES		

IBCA Week 4		
<u>DAY</u>	<u>TOPICS</u>	<u>Agenda</u>
MONDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Internal Computing Components • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Internal Components 3. Guided Notes: Internal Computing Components 4. Activity: Test Out Lab, Quizlet, Quizziz OR PowerPoint Activity of your choice 5. Suggestion: Taking a part a spare computer or shopping for internal components. 6. Activity: MOS Word 7. Exit Ticket (5 min)
TUESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Common Storage Devices • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Common Storage Devices 3. Guided Notes: Common Storage Devices 4. Activity: Test Out Lab, Quizlet, Quizziz OR PowerPoint Activity of your choice 5. Activity: MOS Word 6. Exit Ticket (5 min)

WEDNESDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • CPU Types and Descriptions • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: CPU Types and Descriptions 3. Guided Notes: CPU Types and Descriptions 4. Activity: Test Out Lab, Quizlet, Quizziz OR PowerPoint Activity of your choice 5. Activity: MOS Word 6. Exit Ticket (5 min)
THURSDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Troubleshooting Steps • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. IT Fundamentals: Trouble Shooting Steps 3. Guided Notes: Trouble Shooting Steps 4. Activity: Test Out Lab, Quizlet, Quizziz OR PowerPoint Activity of your choice 5. Activity: MOS Word 6. Exit Ticket (5 min)
FRIDAY	<ul style="list-style-type: none"> • Keyboarding: Typing Jungle Lesson _____ • Review, Assessment, and Catch Up • MOS Word 	<ol style="list-style-type: none"> 1. Bell Ringer 15-20 Min 2. Test 2 Review 3. Test 2 Internal Computing Components, Storage, CPU, and 4. Catch Up/Continued Activities 5. Activity: MOS Word 6. Exit Ticket (5 min)
NOTES		