

Putting the Pieces Together:

Blueprint, Pacing Guide, & Curriculum Guide



CTE Essential Standards Training Session
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PIECES OF THE PICTURE: How do they fit together?

6340- Foundations of Information Technology - Pacing Guide 2011
(Adapted from Wake County Schools)

Course Description: This course is an exploratory course designed to provide students with the competencies necessary to prepare them for information technology jobs. The focus of this course is on interactive media, network systems, information communication, and programming software development.

AP/IB Teacher-made EOC CTE Postassessment

Date	SCS Objectives	Essential Questions	Content	Tasks/Strategies
	1.01 Trace historical development of information technology systems 2%	Who were the pioneers in technology? How did information technology develop?	Information technology timeline	Identify the pioneers in technology Summarize the information technology timeline
	Identify computer types and components of computer architecture 5%	What are the categories of computers? What are the types of disk data storage? What are the types of miniature mobile storage?	Computer Memory Types of disk storage Types of miniature mobile storage	Identify computer memory Compare and contrast the types of disk storage Identify the miniature

The Pacing Guide

Essential Standard 1.00 (23%) – Understand desktop publishing (B2).
Indicator 1.01 (4%) – Investigate typefaces and fonts.

Unpacked Content

- The Curriculum Guide**
- A. Typography – Consider the characters and the way they are presented on the page.
1. Typefaces, Font, and Font Family
 - a. Typeface – the basic design of a typeface
 - i. Serif – the characters have attributes on the top and bottom
 - (a) Examples
 - (i) Bodoni
 - (ii) Century Schoolbook
 - (iii) Courier
 - (iv) Goudy
 - (v) Times New Roman
 - (b) Used for:
 - (i) Body text in 10-12 point size for printed publications and documents.
 1. Newspapers and newsletters
 2. Books
 3. Business

BUSINESS AND INFORMATION TECHNOLOGY EDUCATION COURSE BLUEPRINT for 6340-FOUNDATIONS OF INFORMATION TECHNOLOGY

(Recommended hours of instruction: 135-180)

The Blueprint

Comp #	Unit	Competency and Objective	Course Weight	Integrated Skill Area	Core
1			100%		
			48%	52%	
			8%	4%	
A		FOUNDATIONS OF INFORMATION TECHNOLOGY			
FIT01.00		Investigate Basic Information Technology Systems.	8%	4%	C3P CM/SC/SS Core
FIT01.01		Trace the historical development of information technology systems.	1%	1%	C3P C/SS Core
FIT01.02		Identify computer types and components of computer architecture.	2%	3%	C3P C/SC Core
FIT01.03		Describe types of software.	1%		C2 C/SC Core
FIT01.04		Discuss multiple types of interactive media.	1%		C1 CM/SC/SS Core
FIT01.05		Recognize characteristics of network systems.	1%		C1 CM/SC/SS Core
FIT01.06		Identify aspects of information and support systems.	1%		C1 C Core
FIT01.07		Examine programming and software development.	1%		C1 CM/SC/SS Core
B		INTERACTIVE	10%	2%	

PIECE ONE: PACING GUIDE

What is a pacing guide?

Course pacing guides provide teachers and students with a road map for instruction and assessment. The purpose of a pacing guide is to map out the key concepts to be taught and the amount of time to be devoted to each area of instruction. Pacing guides also provide a calendar of assessments, enabling teachers to more effectively plan the curriculum they will use to teach the skills covered on assessments.

PIECE TWO: THE BLUEPRINT

implementing, and evaluating instruction. CTE educators have access to blueprints and classroom assessment banks for each CTE course they teach. Blueprints should be as a tool to design *pacing guides* for effective use of time based on the weight of each objective.

Blueprints lay out the framework of the curriculum for a given course. The blueprint includes units of instruction, competencies in each unit, and the specific objectives for each competency. The blueprint illustrates the relative weight of the units, competencies, and objectives within the course. *These are Found on the NCDPI Moodle site for that program area.*

PIECE THREE: The Curriculum Guide or Curriculum Outline

Course (Curriculum) Guides contain activities and resources for each objective listed in the course blueprint. *These are found on the NCDPI Moodle site for that program area.*

Sample curriculum guide (outline)

Essential Standard 1.00 (23%) – Understand desktop publishing (B2).
Indicator 1.01 (4%) – Investigate typefaces and fonts.

Unpacked Content

- A. Typography – the design of the characters and the way they are presented on the page.
 - 1. Typefaces, Fonts and Font Families
 - a. Typeface – the basic design of a character
 - b. Typeface Categories
 - i. Serif – the characters have attributes on the tips called serifs
 - (a) Examples
 - (i) Bodoni
 - (ii) Century Schoolbook
 - (iii) Courier
 - (iv) Goudy
 - (v) Times New Roman
 - (b) Used for:
 - (i) Body text in 10-12 point size for printed publications and documents.
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How do all three pieces tie together?

- ✎ Weaves the curriculum together (Let's discuss)
 - ✎ Effectively prepares students for the postassessment
 - ✎ Ensures that the essential standards are adhered to throughout the entire curriculum process
 - ✎ Helps the teacher to understand how to use ALL of their resources to be effective.
- ✎ USING THE BLUEPRINT, INSTRUCTION STARTS FROM THE PACING GUIDE!**

Let's Focus on the Pacing Guide!



How can it really help me?!?!?

What materials do I need to create my pacing guide?

- ✎ Course blueprint
- ✎ Curriculum guide
- ✎ School calendar (with testing dates)
- ✎ Blank pacing guide
- ✎ Classroom item bank

A few considerations when developing...

∞ IF DEVELOPING FROM SCRATCH:

- What resources you will need to teach an objective?
- The order units should be taught
- Review time should be considered before tests
- What accommodations should be made for the “gifted learner” and the “slow learner”?
- What columns need to be included such as “essential questions”, “resources”, “collaborations”, or “content”, “task/strategies” to name a few.

Steps in creating an electronic blueprint

- ✎ Open your course blueprint in Microsoft word
- ✎ Also, open a blank document in Excel
- ✎ Select and copy the columns you want to include in your pacing guide.
- ✎ Paste what you copied from your blueprint into excel
- ✎ Format the columns so that it shows all of your information and that it looks neat
- ✎ Label the additional columns you want to add
- ✎ Make sure you have a column titled “time” or “day”

MOST IMPORTANT ELEMENT: Calculating the Time

- ☞ [Pacing Guide - Excel Formula for Calculating](#)
- ☞ [Instructions for Creating a Pacing Guide](#)
- ☞ [Sample Pacing Guide Template](#)

QUESTION & ANSWER TIME



MAKING IT ALL CLEAR

CURRICULUM ACTIVITIES

- ☞ All of your course curriculum can be found on moodle.
 - Let's find our way on [moodle](#)
- ☞ **Join your moodle**
- ☞ **After joining, find the following materials:**
 - Your curriculum guides
 - New and interesting about your curriculum for next year (PLEASE SHARE)
 - Discussion area and alerts