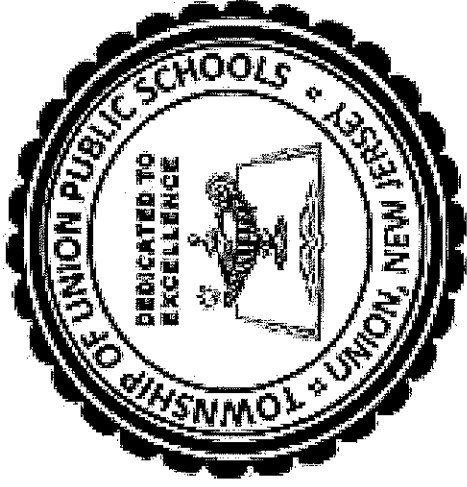


TOWNSHIP OF UNION PUBLIC SCHOOLS



PC Computer Applications I
June 2018

Mission Statement

The mission of the Township of Union Public Schools is to build on the foundations of honesty, excellence, integrity, strong family, and community partnerships. We promote a supportive learning environment where every student is challenged, inspired, empowered, and respected as diverse learners. Through cultivation of students' intellectual curiosity, skills and knowledge, our students can achieve academically and socially, and contribute as responsible and productive citizens of our global community.

Philosophy Statement

The Township of Union Public School District, as a societal agency, reflects democratic ideals and concepts through its educational practices. It is the belief of the Board of Education that a primary function of the Township of Union Public School System is the formulation of a learning climate conducive to the needs of all students in general, providing therein for individual differences. The school operates as a partner with the home and community.

Statement of District Goals

- Develop reading, writing, speaking, listening, and mathematical skills.
- Develop a pride in work and a feeling of self-worth, self-reliance, and self-discipline.
- Acquire and use the skills and habits involved in critical and constructive thinking.
- Develop a code of behavior based on moral and ethical principles.
- Work with others cooperatively.
- Acquire a knowledge and appreciation of the historical record of human achievement and failures and current societal issues.
- Acquire a knowledge and understanding of the physical and biological sciences.
- Participate effectively and efficiently in economic life and the development of skills to enter a specific field of work.
- Appreciate and understand literature, art, music, and other cultural activities.
- Develop an understanding of the historical and cultural heritage.
- Develop a concern for the proper use and/or preservation of natural resources.
- Develop basic skills in sports and other forms of recreation.

Course Description

This course provides a “hands on” experience using integrated software Microsoft Office 2016, which allows students to develop an understanding of the computer’s capabilities for business operations and school. PC keyboarding mastery continues to be developed. This course teaches the fundamentals of an integrated software package, exposes students to practical examples of the computer as a useful tool, and acquaints students with the proper procedures to create documents, workbooks, and presentations suitable for course work, professional purposes, and personal use. The Internet will be used as a research tool. Students’ use of the PC supports an interdisciplinary approach to learning through application in other curricular areas. “Office-style” atmosphere is simulated.

Recommended Resources

Freund, Steven M., Corinne L. Hoisington, Mary Z. Last, Philip J. Pratt, Susan L. Sebok, and Misty E. Vermaat. *Microsoft® Office 365 OFFICE 2016 Introductory*. Boston, MA: Thomson Course Technology, 2017.

Shelly, Gary B. and Misty E. Vermaat. *Microsoft® Office 2010 Introductory*. Boston, MA: Course Technology, 2011.

www.cengage.com

www.cengage.com/sam/

www.microsoft.com

Curriculum Units

Unit 1: Microsoft Word

Unit 2: Microsoft Excel

Unit 3: Microsoft PowerPoint

Pacing Guide – Course

<u>Content</u>	Number of Days
<u>Unit 1:</u> Microsoft Word	75
<u>Unit 2:</u> Microsoft Excel	70
<u>Unit 3:</u> Microsoft PowerPoint	35

New Jersey Student Learning Standards

21st Century Life and Careers

- **9.1 Personal Financial Literacy**
This standard outlines the important fiscal knowledge, habits, and skills that must be mastered in order for students to make informed decisions about personal finance. Financial literacy is an integral component of a student's college and career readiness, enabling students to achieve fulfilling, financially-secure, and successful careers.
- **9.2 Career Awareness, Exploration, and Preparation**
This standard outlines the importance of being knowledgeable about one's interests and talents, and being well informed about postsecondary and career options, career planning, and career requirements.
- **9.3 Career and Technical Education**
This standard outlines what students should know and be able to do upon completion of a CTE Program of Study.

Unit 1: Microsoft Word

Unit 1 introduces the importance of properly formatted documents using Microsoft Word. Students will learn a variety of documents and formatting practices. Students can use these concepts academically and professionally.

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>What are the various documents that can be created in Word?</p> <p>How is a professionally formatted document created?</p> <p>Why is it important to format a Word document correctly?</p> <p>How do you create a professional resume and cover letter?</p>	<ul style="list-style-type: none"> • Improve ability to proofread, edit, revise and rewrite work. • Use Microsoft Word to create print-ready announcements with picture effects. • Use Microsoft Word to create a variety of styles of resumes, letterhead, and cover letters with tables and bullets. • Use Microsoft Word to create multi-page reports with cover sheets, watermarks, page numbers, picture bullets, formatted tables, and charts. • Use Microsoft Word to create document cover sheets using SmartArt. 	<ul style="list-style-type: none"> • Create an announcement with clip art, pictures borders and effects, and font changes. • Compile resumes using Word templates. • Construct cover letters with a letterhead, table, and bullets. • Create a multi-page report with a header, footer, table, chart, and watermarks. • Prepare and apply Smart Art graphics. 	<ul style="list-style-type: none"> • Projects and critical thinking activities. • Final mastery test on unit. • Daily tasks and procedures are followed.

Unit 2: Microsoft Excel

Unit Two exposes students to the importance of Excel and the various uses. Students will learn how to successfully format worksheets and incorporate formulas and graphs. These skills can be transferred to other academic areas and professionally.

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>What is excel used for?</p> <p>How are spreadsheets/workbooks formatted?</p> <p>What are the common formulas used?</p> <p>How are various charts created?</p> <p>How can excel be used to create timelines?</p>	<ul style="list-style-type: none"> • Use Microsoft Excel to create worksheets with formulas, functions, and charts. • Use Microsoft Excel to create worksheets formatted with borders, fill color and effects, clip art, and font changes. • Use Microsoft Excel to create formatted worksheets with pictograph charts. • Use Microsoft Excel to create timelines. 	<ul style="list-style-type: none"> • Develop Excel worksheets with formulas and with embedded charts. • Produce Excel worksheets with clipart, formatting changes, functions, conditional formatting, and charts as a separate page. • Create pictograph charts in Excel. • Prepare timelines in Excel based on historical events. • Formulate worksheets in Excel with absolute values. • Apply 3-D formats, rotate, and explode a pie chart 	<ul style="list-style-type: none"> • Projects and critical thinking activities. • Final mastery test on unit. • Daily tasks and procedures are followed.

Unit 3: Microsoft PowerPoint

Unit 3 explores the uses of PowerPoint to create a variety of professional presentations. Students will learn guidelines to follow when creating a presentation for a group, along with various formatting strategies and creative additions.

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>What purposes are appropriate for Microsoft PowerPoint?</p> <p>What makes an effective PowerPoint presentation?</p> <p>How can one incorporate animation in a presentation?</p> <p>Where can a PowerPoint presentation be used?</p>	<ul style="list-style-type: none"> • Use Microsoft PowerPoint to create slide shows with tables, clip art, sound, and animation effects. • Use Microsoft PowerPoint to manipulate clip art and graphics to suit the needs of the user. • Adjust slide transitions and presentation times. • Add and print speaker notes. 	<ul style="list-style-type: none"> • Develop professional PowerPoint presentations. • Design professional PowerPoint presentations with custom animation, sound, and motion clips. • Revise and generate unique images. • Prepare timed presentations. 	<ul style="list-style-type: none"> • Projects and critical thinking activities. • Final mastery test on unit. • Daily tasks and procedures are followed.

Resource Links

- **Cengage**
www.sam.cengage.com
www.cengage.com
- **Microsoft**
www.office.com
www.office.live.com
- **Google**
www.google.com
- **YouTube**
www.youtube.com
- **Cengage Brain**
www.cengage.com
- **MP3 Converter**
www.mp3converter.net

Career Ready Practices

Career Ready Practices describe the career-ready skills that all educators in all content areas should seek to develop in their students. They are practices that have been linked to increase college, career, and life success. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

- CRP1.** Act as a responsible and contributing citizen and employee.
- CRP2.** Apply appropriate academic and technical skills. **CRP3.** Attend to personal health and financial well-being. **CRP4.** Communicate clearly and effectively and with reason.
- CRP5.** Consider the environmental, social and economic impacts of decisions.
- CRP6.** Demonstrate creativity and innovation.
- CRP7.** Employ valid and reliable research strategies.
- CRP8.** Utilize critical thinking to make sense of problems and persevere in solving them.
- CRP9.** Model integrity, ethical leadership and effective management.
- CRP10.** Plan education and career paths aligned to personal goals.
- CRP11.** Use technology to enhance productivity.
- CRP12.** Work productively in teams while using cultural global competence.

CRP1. Act as a responsible and contributing citizen and employee

Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others. They are conscientious of the impacts of their decisions on others and the environment around them. They think about the near-term and long-term consequences of their actions and seek to act in ways that contribute to the betterment of their teams, families, community and workplace. They are reliable and consistent in going beyond the minimum expectation and in participating in activities that serve the greater good.

CRP2. Apply appropriate academic and technical skills.

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications, and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation

CRP3. Attend to personal health and financial well-being.

Career-ready individuals understand the relationship between personal health, workplace performance and personal well-being; they act on that understanding to regularly practice healthy diet, exercise and mental health activities. Career-ready individuals also take regular action to contribute to their personal financial well-being, understanding that personal financial security provides the peace of mind required to contribute more fully to their own career success.

CRP4. Communicate clearly and effectively and with reason.

Career-ready individuals communicate thoughts, ideas, and action plans with clarity, whether using written, verbal, and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time. They are excellent writers; they master conventions, word choice, and organization, and use effective tone and presentation skills to articulate ideas. They are skilled at interacting with others; they are active listeners and speak clearly and with purpose. Career-ready individuals think about the audience for their communication and prepare accordingly to ensure the desired outcome.

CRP5. Consider the environmental, social and economic impacts of decisions.

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organization, and the environment. They are aware of and utilize new technologies, understandings, procedures, materials, and regulations affecting the nature of their work as it relates to the impact on the social condition, the environment and the profitability of the organization.

CRP6. Demonstrate creativity and innovation.

Career-ready individuals regularly think of ideas that solve problems in new and different ways, and they contribute those ideas in a useful and productive manner to improve their organization. They can consider unconventional ideas and suggestions as solutions to issues, tasks or problems, and they discern which ideas and suggestions will add greatest value. They seek new methods, practices, and ideas from a variety of sources and seek to apply those ideas to their own workplace. They take action on their ideas and understand how to bring innovation to an organization.

