SUBJECT: Computer Applications	**GRADES: 9-12**
Unit 1 Title: Overview and Keyboarding Skills	**Timeframe: 8-10 days**
UNIT OVERVIEW	
Students will learn how to run and use Microsoft Office applications and practice real-life keyboarding skills.	
LRG SKILLS AND DISPOSITIONS	**PA STANDARDS**
	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3A1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3A2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3A3)
File Management	● I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3A4)
Keyboarding Skills	● I can move from establishing foundational keyboarding techniques to practicing real-life skills.

SUBJECT: Computer Applications	GRADES: 9-12
Unit 2 Title: Microsoft Word	**Timeframe: 27 days**
UNIT OVERVIEW	
Students will learn how to create and modify a flyer, research paper, and business letter.	
LRG SKILLS AND DISPOSITIONS	**PA STANDARDS**
Critical Thinking and Problem Solving: Capstone Project – Microsoft Word Modules 1-3 (S4C) Continual Learning and Growth Mindset: Capstone Project – Microsoft Word Modules 1-3 (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3A1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3A2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3A3)
File Management	● I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3A4)
Text Elements	● I can insert, format, and configure text elements. (K1BEA3A5)
Graphic Elements	● I can insert, format, and modify graphic elements. (K1BEA3A6)
Chart Elements	● I can create, modify, and format chart elements. (K1BEA3A7)
Create and Manage References	● I can create and manage references. (K1BEA3A8)
Tables and Lists	● I can create and modify tables and lists. (K1BEA3A9)

SUBJECT: Computer Applications	GRADES: 9-12
Unit 3 Title: Microsoft Excel	**Timeframe: 27 days**

UNIT OVERVIEW
Students will learn how to create a worksheet and a chart, use formulas, functions, and formatting, and work with large worksheets, charting, and What-If analysis.

LRG SKILLS AND DISPOSITIONS	PA STANDARDS
Critical Thinking and Problem Solving: Capstone Project – Microsoft Excel Modules 1-3 (S4C) Continual Learning and Growth Mindset: Capstone Project – Microsoft Excel Modules 1-3 (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.

COMPETENCIES	LEARNING TARGETS
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3A1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3A2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3A3)
File Management	● I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3A4)
Text Elements	● I can insert, format, and configure text elements. (K1BEA3A5)
Graphic Elements	● I can insert, format, and modify graphic elements. (K1BEA3A6)
Chart Elements	● I can create, modify, and format chart elements. (K1BEA3A7)
Formulas and Functions	● I can perform operations by using formulas and functions. (K1BEA3A13)
Data Cells and Ranges	● I can manage data cells and ranges. (K1BEA3A14)
Worksheets and Workbooks	● I can manage worksheets and workbooks. (K1BEA3A15)

SUBJECT: Computer Applications	GRADES: 9-12
Unit 4 Title: Microsoft PowerPoint	**Timeframe: 27 days**
UNIT OVERVIEW	
Students will learn how to create and edit presentations with pictures, enhance presentations with shapes and SmartArt, and insert WordArt, charts, and tables.	
LRG SKILLS AND DISPOSITIONS	**PA STANDARDS**
Critical Thinking and Problem Solving: Capstone Project – Microsoft PowerPoint Modules 1-3 (S4C) Continual Learning and Growth Mindset: Capstone Project – Microsoft PowerPoint Modules 1-3 (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3A1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3A2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3A3)
File Management	● I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3A4)
Text Elements	● I can insert, format, and configure text elements. (K1BEA3A5)
Graphic Elements	● I can insert, format, and modify graphic elements. (K1BEA3A6)
Chart Elements	● I can create, modify, and format chart elements. (K1BEA3A7)
Create and Manage References	● I can create and manage references. (K1BEA3A8)
Tables and Lists	● I can create and modify tables and lists. (K1BEA3A9)
Manage Slides	● I can insert, modify, order, and group slides. (K1BEA3A10)

Presentations and Slides	● I can manage presentations and slides. (K1BEA3A11)
Transitions and Animations	● I can apply transitions and animations. (K1BEA3A12)