

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)