

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 1 Title: Microsoft Word Intermediate (Modules 4-7)	Timeframe: 24 days
UNIT OVERVIEW	
Students will learn how to create a multipage document, create a resume, share documents, use mail merge, and create a newsletter.	
LRG SKILLS AND DISPOSITIONS	PA STANDARDS
<p>Critical Thinking and Problem Solving: Capstone Project – Microsoft Word Modules 4-7 (S4C)</p> <p>Continual Learning and Growth Mindset: Capstone Project – Microsoft Word Modules 4-7 (D2C)</p>	<p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>
COMPETENCIES	LEARNING TARGETS
Technology Application	<ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3C1)
Input Technologies	<ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3C2)
Emerging Technology and Careers	<ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3C3)
File Management	<ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3C4)
Text Elements	<ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3C5)
Graphic Elements	<ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3C6)
Chart Elements	<ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3C7)
Create and Manage References	<ul style="list-style-type: none"> I can create and manage references. (K1BEA3C8)
Tables and Lists	<ul style="list-style-type: none"> I can create and modify tables and lists. (K1BEA3C9)

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 2 Title: Microsoft Word Advanced (Module 8)	Timeframe: 6 days
UNIT OVERVIEW	
Students will learn how to use collaboration, integration, and charts.	
LRG SKILLS AND DISPOSITIONS	PA STANDARDS
	<p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.G – Create an advanced digital project using sophisticated design and appropriate software.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>
COMPETENCIES	LEARNING TARGETS
Technology Application	<ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3C1)
Input Technologies	<ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3C2)
Emerging Technology and Careers	<ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3C3)
File Management	<ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3C4)
Text Elements	<ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3C5)
Graphic Elements	<ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3C6)
Chart Elements	<ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3C7)
Tables and Lists	<ul style="list-style-type: none"> I can create and modify tables and lists. (K1BEA3C9)

Advanced Digital Project	<ul style="list-style-type: none">• I can create an advanced digital project using sophisticated design and appropriate software/applications. (K1BEA3C10)
Document Collaboration	<ul style="list-style-type: none">• I can manage document collaboration. (K1BEA3C11)

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 3 Title: GMetrix Software Training and MOS Certification Exam	Timeframe: 18 days
UNIT OVERVIEW	
Students will review for and take the Microsoft Office Specialist Exam for Word.	
LRG SKILLS AND DISPOSITIONS	PA STANDARDS
<p>Critical Thinking and Problem Solving – MOS Exam – Word Associate (S4C)</p> <p>Continual Learning and Growth Mindset – MOS Exam – Word Associate (D2C)</p>	<p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.G – Create an advanced digital project using sophisticated design and appropriate software.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>
COMPETENCIES	LEARNING TARGETS
GMetrix training and testing software	<ul style="list-style-type: none"> • I can manage documents • I can insert and format text, paragraphs, and sections • I can manage tables and lists • I can create and manage references • I can insert and format graphic elements • I can manage document collaboration
MOS Certification Exam – Microsoft Word Specialist -- Associate	

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 4 Title: Microsoft PowerPoint Intermediate (Modules 4-7)	Timeframe: 24 days
UNIT OVERVIEW	
Students will learn how to customize slide masters and presentations, collaborate and add animation, format tables and charts, and add media and enhance SmartArt.	
LRG SKILLS AND DISPOSITIONS	PA STANDARDS
<p>Critical Thinking and Problem Solving: Capstone Project – Microsoft PowerPoint Modules 4-7 (S4C)</p> <p>Continual Learning and Growth Mindset: Capstone Project – Microsoft PowerPoint Modules 4-7 (D2C)</p>	<p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>
COMPETENCIES	LEARNING TARGETS
Technology Application	<ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3C1)
Input Technologies	<ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3C2)
Emerging Technology and Careers	<ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3C3)
File Management	<ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3C4)
Text Elements	<ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3C5)
Graphic Elements	<ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3C6)
Chart Elements	<ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3C7)
Tables and Lists	<ul style="list-style-type: none"> I can create and modify tables and lists. (K1BEA3C9)
Manage Slides	<ul style="list-style-type: none"> I can insert, modify, order, and group slides. (K1BEA3C12)
Presentations and Slides	<ul style="list-style-type: none"> I can manage presentations and slides. (K1BEA3C13)

Transitions and Animations	<ul style="list-style-type: none">• I can apply transitions and animations. (K1BEA3C14)
Document Collaboration	<ul style="list-style-type: none">• I can manage document collaboration. (K1BEA3C11)

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 5 Title: Microsoft PowerPoint Advanced (Module 8)	Timeframe: 6 days
UNIT OVERVIEW	
Students will learn how to create photo albums and deliver presentations.	
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.G – Create an advanced digital project using sophisticated design and appropriate software. 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	<ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3C1)
Input Technologies	<ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3C2)
Emerging Technology and Careers	<ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3C3)
File Management	<ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3C4)
Text Elements	<ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3C5)
Graphic Elements	<ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3C6)
Chart Elements	<ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3C7)
Tables and Lists	<ul style="list-style-type: none"> I can create and modify tables and lists. (K1BEA3C9)
Manage Slides	<ul style="list-style-type: none"> I can insert, modify, order, and group slides. (K1BEA3C12)

Presentations and Slides	<ul style="list-style-type: none">• I can manage presentations and slides. (K1BEA3C13)
Transitions and Animations	<ul style="list-style-type: none">• I can apply transitions and animations. (K1BEA3C14)
Advanced Digital Project	<ul style="list-style-type: none">• I can create an advanced digital project using sophisticated design and appropriate software/applications. (K1BEA3C10)

SUBJECT: Microsoft Word/PowerPoint	GRADES: 9-12
Unit 6 Title: GMetrix Software Training and MOS Certification Exam	Timeframe: 12 days
UNIT OVERVIEW	
Students will review for and take the Microsoft Office Specialist Exam for PowerPoint.	
LRG SKILLS AND DISPOSITIONS	PA STANDARDS
<p>Critical Thinking and Problem Solving – MOS Exam – PowerPoint Associate (S4C)</p> <p>Continual Learning and Growth Mindset – MOS Exam – PowerPoint Associate (D2C)</p>	<p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.G – Create an advanced digital project using sophisticated design and appropriate software.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>
COMPETENCIES	LEARNING TARGETS
GMetrix training and testing software	<ul style="list-style-type: none"> • I can manage presentations • I can manage slides • I can insert and format text, shapes, and images • I can insert tables, charts, SmartArt, 3D models, and media • I can apply transitions and animations
MOS Certification Exam – Microsoft PowerPoint Specialist -- Associate	