

Title ___ Computer Applications and Career Readiness _____

Unit: 1	Technology and Digital Citizenship Review				
Big Ideas:	Students need to manage information; utilize technology safely and effectively.				
Unit Essential Questions:	How can you effectively use the internet to gather a variety of research from valid/reliable sources?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Essential Questions	Instructional Materials	Assessments
Computer Systems Technology Today	Business, Computer and Information Technology 15.3.12.D 15.3.12.M 15.3.12.N 15.4.12A 15.4.12.B 15.4.12.C 15.4.12.D 15.4.12.E 15.4.12.M	Hardware Software Operating system software Application software Web applications Internet Intranet Web Top level domain Digital Citizenship Validity	How might making choices in using technology affect your life in the future? Why is it important to behave ethically when online? What kinds of questions can use ask to determine the validity of information on the web?	Class notes www.gcflearnfree.org Cyber Ethics DVD	Monitor student response Activity sheets for Cyber Ethics dvd Activity-Evaluating Websites Unit test

Unit: 2	Soft Skills						
Big Ideas:	Soft Skills play a major role in the acquisition, retention, and advancement in the work force.						
Unit Essential Questions:	How do soft or applied skills such as teamwork, decision-making, and communication help students to become effective employees and managers.						
Concept & Pacing	Pa Core Standard	Key Vocabulary	Essential Questions	Competencies (skills, knowledge, abilities)	Mini-Lessons/Activities	Instructional Materials	Assessments
Introduction to Soft Skills SS1 Communication SS2 Enthusiasm and Attitude SS3 Teamwork SS4 Networking SS5 Problem Solving and Critical Thinking SS6 Professionalism	CEW 13.1.11 C 13.2.11A 13.2.11 E 13.3.11A 13.3.11 B 13.3.11 C 13.3.11 E 13.3.11 F 13.3.11 G	Hard skills Soft skills Communication Enthusiasm Attitude Teamwork Networking Problem solving Critical thinking Professionalism.	Why are soft skills important in the work world? How might making choices today affect your life in the future? Why is it important to be able to work on a team? How do strong communication skills help to get and maintain a job? Who in your life can help you succeed in your choice? What are some characteristics of professionalism that can help you advance in your given job?	Explain how Communication influences interaction with others Explain how Communication changes depending upon your current situation Explain the impact that enthusiasm and attitude have in getting and retaining a job. Explain why teamwork is an essential part of school and workplace success. Identify a list of people in your life who can help students achieve their career goals.	Each soft skill has an overview to be read. After reading the overview, students watch a short You Tube video demonstrating the skill. Students write a reflection about the video Students complete individual or group activity that reinforces the individual skill	Department of Labor's <i>Skills to Pay the Bills: Mastering Soft Skills for Workplace Success</i> YouTube videos that accompany the each covered soft skill Skills to Pay the Bills activity sheets	Monitor class discussions Student reflection essays Student activities

Unit: 3	Keyboarding Review & Proofreading				
Big Ideas:	Students should use proper positioning and technique when keying. Students need to use multiple methods to proofread their work at 100% accuracy.				
Unit Essential Questions:	How can using proper positioning and technique reduce the risk of repetitive stress injuries? How can keying skills help you succeed in school and career? Why would uncorrected spelling and grammar errors project a negative image?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Essential Questions	Instructional Materials	Assessments
Keyboard Review (1 day total spread over 5) Proofreading (3 Days)	Business, Computer and Information Technology 15.3.8.D 15.3.12.B 15.3.12.N	Proofreading Editing Proofreader's marks: insert ^; transpose~; delete⤵; and close-up⤴	Keying Positioning Review Proper reaches for each finger of the alphabetic keyboard Proofreading vs Editing 4 Methods of Proofreading 7 Typical Proofreading errors	Online keying programs such as TypingTest.com Student note packets Proofreader's Mark Handout Proofreading Activity	Monitor student response Keying Skills Analysis Keying Quiz 2.1 Proofreading Activity

Unit: 4	Advanced Word				
Big Ideas:	Students use word processing software to create, edit, and publish industry appropriate documents.				
Unit Essential Questions:	Why is it important for you to determine the formatting in word processing and publishing application software?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Essential Questions	Instructional Materials	Assessments
Word Review Advanced Font Formatting Formatting Paragraphs Formatting Pages	Business, Computer and Information Technology 15.3.12.B 15.3.12.N 15.3.8.B	Word wrap Collate Characters Font Serif San serif Nonprinting characters Paragraph (in Word) Format painter Indent First-line indent Hanging indent Negative indent Tab Leaders Borders Shading Header/footers Widow/orphans Page breaks	Word Review File management Word Screen Advanced Font Formatting Font classification Font styles & effects Formatting Paragraphs Editing/moving text Alignment Spacing within and between paragraphs Setting Indents (7 kinds) Setting, adjusting and deleting custom Tabs Sorting Borders and shading Multi-level lists Formatting Pages Column, Page, and section breaks Headers and Footers Formatting Documents Reports - MLA	Student note packets Project packet Word IT project book Computer workstations w/MS Office	Computer Projects 3.1 font formatting 3.2 paragraph alignment 3.3 paragraph alignment/spacing before & after paragraphs 3.4 indents 3.5 special indents 3.6 tabs, leaders, and sorting 3.7 multipage document w/ page & section breaks; and headers & footers (Interview Tips) Written Quizzes Production Quizzes Monitor student response

Unit: 5	Documents of Career Acquisition				
Big Ideas:	Personal-business and Business letters have specific formatting. Students will create their own resume				
Unit Essential Questions:	What is the purpose of the letter of application and/or the resume? Why should you write a follow-up/thank you letter after an interview?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Letters and Resumes	Business, Computer and Information Technology 15.3.8.B 15.3.12.N RWSL 1.11.E-F CEW 13.2.11 A, B, C, D,E	Personal-Business Letter Business Letter Block Style Modified Block Style Open punctuation Mixed punctuation Resume	Kinds of Letters Parts & Spacing of Block Personal Business Letter Parts & Spacing for a Modified Block Personal Business Letter Documents of Career Acquisition Letter of Application Resume Follow-up Letter	Student note packets Sample Letters Word IT project book PowerPoint student note packets Computer workstations w/MS Office	Sample Letters: Block; Modified Block; Letter of Application; and Follow-up Letter Computer Projects: 4.1 Letter Assignment 4.2 Resume Assignment 4.3 Student Resume Draft

Unit: 6	Career Readiness and Exploration				
Big Ideas:	Students analyze and evaluate 1 career in each of the 16 Career Clusters.				
Unit Essential Questions:	Why should you explore a career in each of the clusters? Why is it important to be aware of the outlook for a career that you are interested in pursuing?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Done throughout the MP-16 Pathways	Business, Computer and Information Technology 15.2.12.A 15.2.12.B 15.3.12.N CEW 13.1.11 A 13.1.11 B 13.1.11 C 13.1.11 E 13.1.11F 13.2.11 B 13.2.11 E 13.3.11 A 13.3.11 F 13.3.11.G 13.4.11.A 13.1.11 B	16 PA Pathways: Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology & Communications Business Administration Education and Training Finance and Insurance Government and Public Administration Health Science Hospitality and Tourism Human Services Information Technology Law and Public Safety, Manufacturing Marketing Sales and Service Science, Technology, Engineering & Math Transportation, Distribution & Logistics	Students complete the Career Compass Worksheets Explore and evaluate 1 career in each cluster and record the information in the career focus packet. Write and format a personal-business letter detailing which career interested you and why.	Career Cluster packets www.pacareerzone.org <i>Interest Inventory Packets from the Keys to Financial Success</i> class from the Philadelphia Federal Reserve Bank: Career Compass Step 1 Who Am I? Career Compass What is My Learning Style? Career Compass What do I Like? Career Compass What is My Holland Code? Career Compass Which Career Clusters Do I Like? Career Compass Skills that Pay the Bills Career Compass What Have I Learned About Myself?	Career Evaluation Sheets

Unit: 7	Excel Fundamentals				
Big Ideas:	Students use spreadsheet software to create, edit, and publish industry appropriate files.				
Unit Essential Questions:	Why is it important to identify parts of a worksheet? Why is it important to understand how/where to save workbooks?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Office Review Understanding Excel Fundamentals	Business, Computer and Information Technology 15.3.8.B 15.3.12.N	backstage view contextual tabs dialog box launcher groups ribbons spreadsheet software active cell cell cell reference columns formula bar freeze panes name box range rows sheet tabs workbook worksheet	The Office Interface Excel Fundamentals Worksheet Components Opening/saving a workbook Navigating a worksheet Setting-up a worksheet w/ headers and footers Selecting cells Entering and editing data Managing worksheets Changing workbook views	<i>Microsoft® Office 2010 Fundamentals</i> textbook Student note packets 2010 Excel Screen Handout	Monitor student response Hands on computer practice Application Projects Written quiz

Unit: 8	Formatting and Editing Excel Worksheets				
Big Ideas:	Students use spreadsheet software to create, edit, and publish industry appropriate files.				
Unit Essential Questions:	What is the difference between applying themes and styles and using templates				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Formatting and Editing Worksheets (6 days)	Business, Computer and Information Technology 15.3.8.B 15.3.8.C 15.2.12.B 15.3.12.B 15.3.12.N	cell style clipboard conditional formatting drag-and-drop method fill font styles point size san serif fonts serif fonts themes	Create a new workbook Format cells Apply themes and styles Use conditional formatting Adjust column width and row height Insert and delete rows & columns Find and replace data Copy & move worksheets Check spelling	<i>Microsoft® Office 2010 Fundamentals</i> textbook Student note packets	Monitor student response Hands on computer practice Excel Battleship Application Projects Written quiz

Unit: 9	Excel Formulas and Functions				
Big Ideas:	Students use spreadsheet software to create, edit, and publish industry appropriate files.				
Unit Essential Questions:	Why should you know how to create your own formulas? How does number format impact formulas? What is the basic construction of a function?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Formulas (4 days) Functions (3 days)	Business, Computer and Information Technology 15.3.8.B 15.3.8.C 15.2.12.B 15.3.12.B 15.3.12.N 2.2.11.A 2.2.11.E 2.5.11.A	absolute cell reference argument arithmetic operators auto fill comparison operators constants error values excels order of precedence fill handle formula function mixed cell reference relative cell reference syntax	Creating and entering formulas Excel's order of precedence Simple formulas Compound formulas Kinds of Functions Statistical; Math & Trig; and Financial Syntax of a function Reviewing and Editing Formulas	<i>Microsoft® Office 2010 Fundamentals</i> textbook Student note packets	Monitor student response Hands on computer practice Application Projects Written quiz Production Test

Unit: 10	Excel Charts and Graphics				
Big Ideas:	Students use spreadsheet software to create, edit, and publish industry appropriate files.				
Unit Essential Questions:	How can you use charts to help interpret data?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Charting (4 days)	Business, Computer and Information Technology 15.3.8.B 15.3.8.C 15.3.12.N 15.3.12.B 15.8.12.A	chart chart area data marker data series data source embedded chart graphic horizontal axis legend plot area Smart Art sparkline vertical axis	Elements of a chart Creating Charts New sheet Embedded Modifying Charts Chart design Moving & sizing Modify chart elements Formatting chart elements Creating & customizing Sparklines Inserting & Modifying Illustrations	<i>Microsoft® Office 2010 Fundamentals</i> textbook Student note packets	Monitor student response Hands on computer practice Application Projects Written quiz
Interpreting data (1 day)					

Unit: 11	Effective Presentations and Advanced PowerPoint				
Big Ideas:	Students use presentation software to create, edit, and publish industry appropriate files.				
Unit Essential Questions:	Why should you keep your audience in mind when creating your effective presentation? Why should you keep your slide design consistent throughout your presentation? Why should you practice your presentations?				
Concept & Pacing	New Emphasis (Pa Core Standard)	Key Vocabulary	Mini-Lessons/Activities	Instructional Materials	Assessments
Effective Presentations (1 day) PowerPoint Fundamentals (2 days) Formatting and Modifying Presentations (3 days) Enhancing Presentations (2 days)	Business, Computer and Information Technology 15.3.8.H 15.2.12.H 15.3.12.G 15.3.12.H 15.3.12.N 15.3.12.M	action button animation layout master notes pane outline tab placeholders slide master slide pane slide tab template theme thumbnails transitions	Effective presentations Understanding slides Navigating a PowerPoint Presentation Modifying Slides Modify a template to create a new presentation Apply themes Customize slide master Insert and modify illustrations Insert special effects Insert transitions and animations	Duarte's <i>Five Rules for Creating Great Presentations</i> <i>Microsoft® Office 2010 Fundamentals</i> textbook Student note packets	Monitor student response Hands on computer practice Individual Student Presentation Group Presentations Written quiz