

TOWNSHIP OF UNION PUBLIC SCHOOLS



Computer Applications I
June 2021

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 to formulate 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.

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.

Curriculum Units/Pacing Guide

Unit # / Title	Number of Days
Unit 1: Microsoft Word	75
Unit 2: Microsoft Excel	70
Unit 3: Microsoft PowerPoint	35

Unit Standards Overview

Overview	Unit Skills Focus	Content-Specific Practices (when applicable)
<p>Unit 1 Microsoft Word</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 chart. • Use Microsoft Word to create document cover sheets using SmartArt. 	<ul style="list-style-type: none"> • Annotations and close reading activities • Classroom Discussions, Socratic seminars, and Debates • Analysis of graphic organizers and notes • Annotated Timelines • Teacher and student led PowerPoint Presentations • Class Trips to applicable historical sites/monuments • Definitions of key terms and concepts • Individual/Group Presentations • Document Based Question analysis and essays

		<ul style="list-style-type: none"> • Written responses to queries • Summary and Analysis of Videos/Documentaries/Films • Summary and analysis of guest speakers
<p>Suggested Resources <i>Provide links to specific resources/activities</i></p>	<p> www.sam.cengage.com www.cengage.com https://login.cengagebrain.com/cb/ www.office.com www.office.live.com www.google.com www.youtube.com www.mp3converter.net </p>	
<p>Unit 2 Microsoft Excel</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. 	

<p>Suggested Resources <i>Provide links to specific resources/activities</i></p>	<p>www.sam.cengage.com www.cengage.com https://login.cengagebrain.com/cb/ www.office.com www.office.live.com www.google.com www.youtube.com www.mp3converter.net</p>	
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<p>Unit 3 Microsoft PowerPoint</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.	
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<p>Suggested Resources Provide links to specific resources/activities</p>	<p>www.sam.cengage.com www.cengage.com https://login.cengagebrain.com/cb/ www.office.com www.office.live.com www.google.com www.youtube.com www.mp3converter.net</p>	
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Curricular Units

Unit 1: Microsoft Word

Critical Knowledge & Skills (“Unpacked” Standards)	Content-Specific Practices	Standard Mastery Examples (The Student will be able to)
What are the various documents that can be created in Word?	Annotations and close reading activities Classroom Discussions and Debates Analysis of graphic organizers and notes	Create an announcement with clip art, pictures borders and effects, and font changes.

<p>How is a professionally formatted document created?</p>	<p>Teacher and student led PowerPoint Presentations Definitions of key terms and concepts Individual/Group Presentations Written responses to queries Summary and Analysis of Videos/Documentaries/Films Summary and analysis of guest speakers</p>	<p>Compile resumes using Word templates. Construct cover letters with a letterhead, table, and bullets.</p>
<p>Why is it important to format a Word document correctly? How do you create a professional resume and cover letter?</p>	<p>Annotations and close reading activities Classroom Discussions and Debates Analysis of graphic organizers and notes Teacher and student led PowerPoint Presentations Definitions of key terms and concepts Individual/Group Presentations Written responses to queries Summary and Analysis of Videos/Documentaries/Films Summary and analysis of guest speakers</p>	<p>Create a multi-page report with a header, footer, table, chart, and watermarks. Prepare and apply Smart Art graphics.</p>

Unit 1 Assessment Plan		
<p>Formative Assessment <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p><i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Summative Assessment <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>
<p>Group Discussions, Graphic Organizers, Class Participation, Exit Tickets, Study guides,</p>		<p>Tests, Quizzes, Projects</p>

Unit 1 Suggested Modifications/Accommodations/Extension Activities		
<p>English Language Learners (ELL) <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Special Education / 504 <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Gifted and Talented <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>
<p>a. Read written instructions/ Google translate b. Students may be provided with note organizers/ study guides to reinforce key topics. c. Model and provide examples d. Extended time on assessments when needed.</p>	<p>a. Students may be provided with note organizers / study guides to reinforce key topics. b. Extended time on assessments when needed. c. Preferred seating to be determined by student and teacher.</p>	<p>a. Use of Higher Level Questioning Techniques b. Extension/Challenge Questions c. Provide Assessments at a Higher Level of Thinking d. Enrichment Activities</p>

e. Establish a non-verbal cue to redirect students when not on task.	d. Provide modified assessments when necessary.	
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Unit 1 Connections		
NJSLS - Technology	Career Readiness Practices	
<i>When possible, provide links to specific samples/ documents/ assignments/ etc. Refer to the NJ Technology Standards</i>	<i>When possible, provide links to specific samples/ documents/ assignments/ etc. Refer to the NJ Career Readiness Practices</i>	
<p>8.1.12.A.1: Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>8.1.12.A.2: Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p>8.1.12.A.3: Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p>8.1.12.A.4: Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p>8.1.12.A.5: Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p>8.1.12.B.2: Apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>8.1.12.C.1: Develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>CRP1. Act as a responsible and contributing citizen and employee.</p> <p>CRP2. Apply appropriate academic and technical skills.</p> <p>CRP3. Attend to personal health and financial well-being.</p> <p>CRP4. Communicate clearly and effectively and with reason.</p> <p>CRP5. Consider the environmental, social and economic impacts of decisions.</p> <p>CRP6. Demonstrate creativity and innovation.</p> <p>CRP7. Employ valid and reliable research strategies.</p> <p>CRP8. Utilize critical thinking to make sense of problems and persevere in solving them.</p> <p>CRP9. Model integrity, ethical leadership and effective management.</p> <p>CRP10. Plan education and career paths aligned to personal goals.</p> <p>CRP11. Use technology to enhance productivity.</p> <p>CRP12. Work productively in teams while using cultural global competence.</p>	
21st Century Skills	Interdisciplinary Connections	
<i>When possible, provide links to specific samples/ documents/ assignments/ etc. Refer to the 21st Century Life and Skills</i>	<i>When possible, provide links to specific ELA/Math/Sci/SS standards as well as samples/ documents/ assignments/ etc. Refer to the NJ Student Learning Standards</i>	

<p>9.1 Personal Financial Literacy</p> <p>9.2 Career Awareness, Exploration, and Preparation</p> <p>9.3 Career and Technical Education</p> <p>9.4 Life Literacies & Key Skills</p>	<p>Content Workplace Readiness Skills/Standards as directed by the New Jersey Student Learning Standards are infused into the curriculum.</p> <p>English: Written reports & projects</p>
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Unit 2: Microsoft Excel

Critical Knowledge & Skills ("Unpacked" Standards)	Content-Specific Practices (when applicable)	Standard Mastery Examples <i>When possible, provide links to specific samples/documents/ assignments/ etc.</i>
<p>What is excel used for?</p> <p>How are spreadsheets/workbooks formatted?</p>	<p>Annotations and close reading activities</p> <p>Classroom Discussions and Debates</p> <p>Analysis of graphic organizers and notes</p> <p>Teacher and student led PowerPoint Presentations</p> <p>Definitions of key terms and concepts</p> <p>Individual/Group Presentations</p>	<p>Develop Excel worksheets with formulas and with embedded charts.</p> <p>Produce Excel worksheets with clipart, formatting changes, functions, conditional formatting, and charts as a separate page.</p>

	Written responses to queries Summary and Analysis of Videos / Documentaries / Films Summary and analysis of guest speakers	
What are the common formulas used?	Annotations and close reading activities Classroom Discussions and Debates Analysis of graphic organizers and notes Teacher and student led PowerPoint Presentations	Create pictograph charts in Excel.
How are various charts created?	Definitions of key terms and concepts Individual / Group Presentations Written responses to queries Summary and Analysis of Videos / Documentaries / Films	Prepare timelines in Excel based on historical events.
How can excel be used to create timelines?	Summary and analysis of guest speakers	Formulate worksheets in Excel with absolute values. Apply 3-D formats, rotate, and explode a pie chart

Unit 2 Assessment Plan		
Formative Assessment <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i>		Summative Assessment <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i>
Group Discussions, Graphic Organizers, Class Participation, Exit Tickets, Study guides,		Tests, Quizzes, Projects

Unit 2 Suggested Modifications/Accommodations/Extension Activities		
English Language Learners (ELL) <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i>	Special Education / 504 <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i>	Gifted and Talented <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i>
a. Read written instructions b. Students may be provided with note organizers / study guides to reinforce key topics.	a. Students may be provided with note organizers / study guides to reinforce key topics. b. Extended time on assessments when needed.	a. Use of Higher Level Questioning Techniques b. Extension / Challenge Questions c. Provide Assessments at a Higher Level of Thinking d. Enrichment Activities

<p>c. Model and provide examples d. Extended time on assessments when needed.</p>	<p>c. Preferred seating to be determined by student and teacher. d. Provide modified assessments when necessary.</p>
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Unit 2 Connections	
<p>NJSLS - Technology <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the <u>NJ Technology Standards</u></p> <p>8.1.12.A.1: Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>8.1.12.A.2: Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p>8.1.12.A.3: Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p>8.1.12.A.4: Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p>8.1.12.A.5: Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p>8.1.12.B.2: Apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>8.1.12.C.1: Develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>Career Readiness Practices <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the <u>NJ Career Readiness Practices</u></p> <p>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.</p>
<p>21st Century Skills <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the <u>21st Century Life and Skills</u></p>	<p>Interdisciplinary Connections <i>When possible, provide links to specific ELA/Math/Sci/SS standards as well as samples/ documents/ assignments/ etc.</i></p>

Refer to the NJ Student Learning Standards

<p>9.1 Personal Financial Literacy</p> <p>9.2 Career Awareness, Exploration, and Preparation</p> <p>9.3 Career and Technical Education</p> <p>9.4 Life Literacies & Key Skills</p>	<p>Content Workplace Readiness Skills/Standards as directed by the New Jersey Student Learning Standards are infused into the curriculum.</p> <p>English: Written reports & projects</p>
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Unit 3: Microsoft PowerPoint

Critical Knowledge & Skills (“Unpacked” Standards)	Content-Specific Practices	Standard Mastery Examples (The Student will be able to:)
<p>What purposes are appropriate for Microsoft PowerPoint?</p> <p>What makes an effective PowerPoint presentation?</p>	<p>Annotations and close reading activities</p> <p>Classroom Discussions and Debates</p> <p>Analysis of graphic organizers and notes</p> <p>Teacher and student led PowerPoint Presentations</p> <p>Definitions of key terms and concepts</p>	<p>Develop professional PowerPoint presentations.</p> <p>Design professional PowerPoint presentations with custom animation, sound, and motion clips.</p>

	<p>Individual/Group Presentations Written responses to queries Summary and Analysis of Videos/Documentaries/Films Summary and analysis of guest speakers</p>	
<p>How can one incorporate animation in a presentation? Where can a PowerPoint presentation be used?</p>	<p>Annotations and close reading activities Classroom Discussions and Debates Analysis of graphic organizers and notes Teacher and student led PowerPoint Presentations Definitions of key terms and concepts Individual/Group Presentations Written responses to queries Summary and Analysis of Videos/Documentaries/Films Summary and analysis of guest speakers</p>	<p>Revise and generate unique images. Prepare timed presentations.</p>

Unit 3 Assessment Plan		
<p>Formative Assessment <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p><i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Summative Assessment Tests, Quizzes, Projects</p>
<p>Group Discussions, Graphic Organizers, Class Participation, Exit Tickets, Study guides,</p>		
Unit 3 Suggested Modifications/Accommodations/Extension Activities		
<p>English Language Learners (ELL) <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Special Education / 504 <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>	<p>Gifted and Talented <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i></p>
<p>a. Read written instructions/Google translate b. Students may be provided with note organizers/ study guides to reinforce key topics. c. Model and provide examples</p>	<p>a. Students may be provided with note organizers / study guides to reinforce key topics. b. Extended time on assessments when needed.</p>	<p>a. Use of Higher Level Questioning Techniques b. Extension/Challenge Questions c. Provide Assessments at a Higher Level of Thinking d. Enrichment Activities</p>

<p>d. Extended time on assessments when needed. e. Establish a non-verbal cue to redirect students when not on task.</p>	<p>c. Preferred seating to be determined by student and teacher. d. Provide modified assessments when necessary.</p>	
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Unit 3 Connections		
<p>NJSIS - Technology <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the NI Technology Standards</p>	<p>Career Readiness Practices <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the NI Career Readiness Practices</p>	<p>21st Century Skills <i>When possible, provide links to specific samples/ documents/ assignments/ etc.</i> Refer to the 21st Century Life and Skills</p>
<p>8.1.12.A.1: Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p>	<p>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.</p>	<p>8.1.12.A.5: Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p>8.1.12.B.2: Apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>8.1.12.C.1: Develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>
<p>8.1.12.A.2: Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p>8.1.12.A.3: Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p>8.1.12.A.4: Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p>		
	<p>Interdisciplinary Connections <i>When possible, provide links to specific ELA/Math/Sci/SS standards as well as samples/ documents/ assignments/ etc.</i></p>	

Refer to the NJ Student Learning Standards	
<p>9.1 Personal Financial Literacy</p> <p>9.2 Career Awareness, Exploration, and Preparation</p> <p>9.3 Career and Technical Education</p> <p>9.4 Life Literacies & Key Skills</p>	<p>Content Workplace Readiness Skills/Standards as directed by the New Jersey Student Learning Standards are infused into the curriculum.</p> <p>English: Written reports & projects</p>