

Business Education			
Course/Grade Level:		Computer Applications I -- Grades 9-12	
Unit 1:	Introduction: Know Your Computer Learn Letter-Key Operations	Month:	September
Unit 2:	Learn Letter-Key Operations Master Keyboarding Language Skills	Month:	October
Unit 3:	Master Figure-Key Operations Get Acquainted with Symbol Keys Spacing with Punctuation Marks/Symbols	Month:	November
Unit 4:	Learn to Center Lines/Documents Horizontal Centering: Lists, Menus, Announcements/Language Skills	Month:	December
Unit 5:	Learn to Format Documents: Standard Memos, Personal Business Letters, Business Letters, Two-Page Letters	Month:	January
Unit 6:	Learn Report Formatting Skills MLA-Style/APA Style 6th Edition Creating a Research Paper/Project 2	Month:	February
Unit 7:	Process Office Employment Documents Personality Test, Resume, Application Letters, Interview Follow-up Letters/Project 3 Using Word's Wizard	Month:	March
Unit 8:	Office Excel/Creating a Worksheet and an Embedded Chart—Project One	Month:	April
Unit 9:	Office Power-Point—Create a Presentation using Word Processing, Outlining, Charting, Drawing/Insert Multimedia—Display and Print in (B/W)	Month:	May
Unit 10:	Present Power-Point Presentations Orally Research Project Reports (Personality)	Month:	June
Unit 11:		Month:	
Unit 12:		Month:	
Unit 13:		Month:	
Unit 14:		Month:	
Unit 15:		Month:	

**Pine Hill Public Schools
Curriculum**

Unit Title: Know Your Computer/Learn Letter Key Operations		Unit #: I
Course or Grade Level: Computer Apps I—9-12		Length of Time: September
Date Created: 7/ 24/2012		BOE Approval Date:
Pacing		
Essential Questions	<ul style="list-style-type: none"> • What are the major parts of a computer and the keyboard arrangement? • How do you operate computer hardware and software? • What does using a word processing program involve? • What other functions or capabilities can the word processing program perform? 	
Content	<ul style="list-style-type: none"> • Know how to operate computer hardware. • Know how to prepare your work area. • Know how to use Word Processing Software. • Know how to access basic functions. • Know how to maintain your computer. 	
Skills	<ul style="list-style-type: none"> • Learn the major parts of the computer. • Learn how to operate computer hardware and software. • Learn essential features of proper keying position at computer. • Learn letter-key operations. • Learn keying technique and Language Skills. 	
Math Skills/ Science Processes	<ul style="list-style-type: none"> • Learn hand/eye coordination. • Learn spacing cues of keyboarding. • Memorization of Home-Key Position and Space-bar technique. 	
Assessments	<ul style="list-style-type: none"> • Practice keying all learned keys and spacing cues. • Use proper technique when making learned key reaches. • Technique Review • Tests (oral and written) timed writings, demonstration of technique, Benchmark test. 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Practice keying learned key reaches at home fifteen minutes on learned reaches. • Micro-Type 3.0 • Google any websites that give information that will be helpful in assisting English Language Learners. • www.bangladesh.gov.bd • Whole group, small group, and individual instruction. • After school tutorial. • Classroom Instruction that Works. 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • English—Reading • Critical Thinking • Problem Solving • Keyboarding One 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Keyboarding and Information Processing • Microsoft Office Introductory Concepts and Techniques • Micro-Type 3.0 • Charts/Graphs and Diagrams • Timed Writings 	
2009 NJCCCS		
Standard:		
Strand(s): Computer Operations		

9.3.4.A.1

Identify reasons why people work and discuss how work can help a person achieve personal goals.