

Pine Hill Public Schools Curriculum

Content Area:	Electives		
Course Title/ Grade Level:	Computer Applications I – Grades 9-12		
Unit 1:	Keyboarding/Digital Safety and Ethics	Month:	September
Unit 2:	Microsoft Word	Month:	October
Unit 3:	Learn Report Formatting Skills MLA-Style/APA Style 6 th Edition Creating a Research Paper/Project 2 Research plagiarism and the laws that apply/Copyright Infringement Laws Personality Test and Research Paper Learn about Cyber Safety Digital Safety--Ethics	Month:	November
Unit 4:	Learn to 'Format Office Documents Memorandums, Personal Business Letters Business Letters, Emails, Resumes, Cover Letters, Employment Applications, Reference List (3) References Interview Follow-up Thank you Letters Use of Word Wizard/Mail Merge Create Personal Letterhead for Letters	Month:	December
Unit 5:	Microsoft Excel Office Excel 2010/Creating a Worksheet Spreadsheet Application—Embedded Chart—Formulas, Sorting, Create Graph Manipulate Data, Conditional Formatting	Month:	January
Unit 6:	Desktop Publishing Newsletters, Advertising, Flyers, Logos, Itineraries	Month:	February

Unit 7:	Office Power-Point—Create Presentation Create Personal Logo for Your Personality Create Personality Report—Create Power-Point Presentation for Oral Presentation Outline, Chart, Draw/Insert Multimedia Display and Print in Color	Month:	March
Unit 8:	Delivering Presentations to and Collaborating with Workgroups	Month:	April
Unit 9:	Modifying Visual Elements and Presentation Formats--Create a Presentation using Word Processing, Outlining, Charting, Drawing/Insert Multimedia—Display and Print in (B/W)	Month:	May
Unit 10:	Research rights and privileges in media/ Internet usage what are the consequences for irresponsible use of social medias. What are the negative affects and how can it change the outcomes for an individual when used unethically—research and chart consequences. Creating a Self-Running Presentation Containing Shapes	Month:	June
BOE Approval Date:		July 24, 2012	

**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
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? • What is Microsoft Office Word? 	
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. • Learn hand/eye coordination. • Learn spacing cues of keyboarding. • Memorization of Home-Key Position and Space-bar technique. • Learn Symbol Keys and Spacing with punctuation Marks and Symbols • Master Proofreading Skills—Proofreader’s Marks 	
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. • Review Language Skills • 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 • Review Language Skills • Charts/Graphs and Diagrams • Timed Writings 	
2009 NJCCCS		
Standard: CCCS: NJ Standards		
8.1, 8.2, 9.1		
Strand(s): Computer Literacy/Digital Safety and Ethics		

Content Statement(s): Computer Literacy includes understanding all aspects of technology and its safe and ethical usage.				CPI # / CPI(s): Identify reasons why proper computer application is important.			
<u>21st Century Themes</u>							
	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
<u>21st Century Skills</u>							
	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Microsoft Word		Unit #: 2
Course or Grade Level: Computer Applications I 9-12		Length of Time: October
Pacing		
Essential Questions	<p>Why is creating and editing a word document accurately important? Why is proofreading and corrections of mistakes a marketable skill? Why is formatting and reference guides important?</p>	
Content	<ul style="list-style-type: none"> • Start and quit Word • Describe the Word Window • Enter text in a document • Save a document • Format text and paragraphs • Undo and redo commands or actions • Insert clip art in a document • Print a document • Open a document • Spell-Check and Proofread carefully 	
Skills	<ul style="list-style-type: none"> • Master Keyboarding Language Skills • Capitalization and Number Expressions • Learn to Center Problems Horizontally and Vertically • Using Microsoft Word Formatting • Use of Proper English Grammar vs Text Messaging Language • Master Proofreading Skills—Proofreader’s Marks • Create and edit Word Documents • Develop an understanding of basic word processing concept • The ability to use concepts in proper context • Produce business communication using basic computer techniques • Use Word’s Help to answer questions 	
Assessments	<ul style="list-style-type: none"> • Start and quit Word • Describe the Word window • Enter text in a document • Check spelling as you type • Save a document • Undo and redo commands or actions • Insert clip art in a document • Print and open a document • Correct all errors in a document 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Learn It Online scsite.com/wd2007/learn • Practice Test • Word Online Training 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • Reading • Computer Applications • Critical Thinking • Problem Solving 	

Lesson resources / Activities	<ul style="list-style-type: none"> • Project Reinforcement Link • Practice Test • Expanding Your Horizons 						
2009 NJCCCS							
Standard: CCS-- NJ Standards 8.1, 8.2, 9.1							
Strand(s): Microsoft Word							
Content Statement(s): Microsoft Office Word is a full-featured word processing program that allows you to create professional documents and revise them easily.				CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.			
<u>21st Century Themes</u>							
	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
<u>21st Century Skills</u>							
	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Creating a Research Paper		Unit #: 3
Course or Grade Level: Computer Apps I 9-12		Length of Time: November
Pacing		
Essential Questions	<ul style="list-style-type: none"> • How do you use Word to create a Research Paper? • How do you use a header to number pages of a document? • How do you create a hyperlink? 	
Content	<ul style="list-style-type: none"> • Whether you are writing a business report or an academic report, you should follow a standard style when preparing it. • Many different styles of documentation exist for report preparation, depending on the nature of the report. 	
Skills	<ul style="list-style-type: none"> • Describe the MLA documentation style for research papers • Change the margins settings and line spacing in a document • Use header to number pages of document • Apply formatting using shortcut keys • Add a footnote to a document • Count the words in a document • Create a hyperlink • E-mail a copy of a document 	
Assessments	<ul style="list-style-type: none"> • Microsoft Office Word Project 2 • Proofing and Revising the Research Paper • E-Mailing a Copy of the Research Paper • Use the Research Task Pane to Locate Information • Insert Text from the Research Task Pane in a Word Document 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Google any websites that give information that will be helpful in assisting English Language Learners • www.bangladesh.gov.bd • Word 2007 More About Web page (scsite.com/wd2007/more) click MLA or APA • 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 Information Processing 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Microsoft Office Word 2007 Comprehensive Concepts and Techniques • Review Language Skills • Charts/Graphs and Diagrams • Skill Building Enrichment 	
2009 NJCCCS		
Standard: CCCS: NJ Standards		
8.1, 8.2, 9.1		
Strand(s): Research Plagiarism and the laws that apply/Copyright Infringement Laws		
Content Statement(s): The MLA documentation style is the standard in the humanities and APA style is preferred in the social sciences.		CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.

<u>21st Century Themes</u>			
Global Awareness	Financial, Economic, Business, and Entrepreneurial Literacy	Civic Literacy	Health Literacy
<u>21st Century Skills</u>			
Creativity and Innovation	Critical Thinking and Problem Solving	Communication and Collaboration	Information Literacy
Media Literacy	ICT Literacy	Life and Career Skills	

**Pine Hill Public Schools
Curriculum**

Unit Title: Learn to Format Office Documents		Unit #: 4
Course or Grade Level: Computer Applications I 9-12		Length of Time: December
Pacing		
Essential Questions	<ul style="list-style-type: none"> • How to create a resume using Word’s Resume Wizard? • What should I consider when writing my cover letter? • What are the components of a business letter? 	
Content	<ul style="list-style-type: none"> • Design your resume carefully so it presents you as the best candidate for the job • Attach a personalized cover letter to each resume you send • Cover letters enables you to elaborate on positive points in your resume • Provides an opportunity to show a potential employer your written communications skills 	
Skills	<ul style="list-style-type: none"> • Create a resume using Word’s Resume Wizard • Collect and paste using the Clipboard task pane • Identify the components of a business letter • Address and print an envelop • Mail Merge 	
Assessments	<ul style="list-style-type: none"> • Create a resume using Word’s Resume Wizard • Create a personal letterhead • Create a cover letter • Address and print envelopes • Mail Merge 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Microsoft Office Word 2007 Project 3 • Word 2007 More About Web page (scsite.com/wd2003/more) • Word Online Training • 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 and Information Processing 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Microsoft Office Word 2007 Comprehensive Concepts and Techniques • Language Skills Review • Charts/Graphic Diagrams • Skill Building Enrichment 	
2009 NJCCCS		
Standard: CCCS: NJ Standards		
8.1, 8.2, 9.1		
Strand(s): Interview Preparation, Ten Most Common Interview Questions and Interview Follow-up Thank you Letters		
Content Statement(s): You will learn how to use Word to create a resume, a cover letter, and an addressed envelope.	CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.	

21st Century Themes

	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Microsoft Excel – Creating a Worksheet		Unit #: 5
Course or Grade Level: Computer Applications I 9-12		Length of Time: January
Pacing		
Essential Questions	<ul style="list-style-type: none"> • What are the four major parts of Excel? • How do you create and manipulate lists of data? • How do you simplify the sharing of data within and outside an organization? • How do you identify smart documents that automatically fill with data? • What is information rights management? 	
Content	<ul style="list-style-type: none"> • Start and quit Excel • Describe the Excel worksheet • Enter text and numbers • Format a worksheet • Create a 3-D Clustered column chart • Open a workbook • Use the AutoCalculate area to determine statistics • Correct errors on a worksheet 	
Skills	<ol style="list-style-type: none"> 1. Develop an understanding of and be able to define basic spreadsheeting concepts. 2. Produce spreadsheets utilizing basic concepts and formatting features. 3. Create basic reports using functions such as “sum”, “average”, “maximum”, “minimum”, and “count”. 4. Utilize spreadsheet data to produce graphical charts. <ul style="list-style-type: none"> • 	
Assessments	<ul style="list-style-type: none"> • Enter text and numbers • Use the AutoSum button to sum a range of cells • Copy a cell to a range of cells using the fill handle • Format a worksheet • Open a workbook • Correct errors on a worksheet 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • 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 • Worksheet Development Cycle 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • English – Reading • Critical Thinking • Problem Solving • Number/Keypad Entry • Skill Building Enrichment 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Microsoft Office Excel • Charts/Graphs and Diagrams • Worksheet Development Cycle • Use the Excel Help system to answer questions 	

2009 NJCCCS

**Standard: CCCS: NJ Standards
8.1, 8.2, 9.1**

Strand(s): Chart—Formulas, Sorting, Create Graph, Manipulate Data, Conditional Formatting

<p>Content Statement(s): Spreadsheet specialist do not just start entering text, formulas, and data into a blank Excel worksheet; they follow an organized plan, or methodology that breaks the development cycle into a Series of tasks.</p>	<p>CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive</p>
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21st Century Themes

	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Desktop Publishing		Unit #: 6
Course or Grade Level: Computer Application I 9-12		Length of Time: February
Pacing		
Essential Questions	<ul style="list-style-type: none"> • What are the fundamentals of Microsoft Office Publisher? • How to acquaint students with the proper procedures to design and create professional quality publications? • How to create a Web site using Microsoft Office Publisher? • How to develop an exercise-oriented approach that allows learning by doing? 	
Content	<ul style="list-style-type: none"> • Creating and Editing a Publication • Designing a Newsletter • Preparing a Tri-Fold Brochure • Creating an E-Mail Letter Using Publisher • Personalizing and Customizing Publications with Information Sets • Creating Business Forms and Tables • Creating an E-Commerce Web Site • Linking a Publisher Publication to an Excel Worksheet 	
Skills	<ol style="list-style-type: none"> 1. To utilize pre-designed templates as various desk top publishing documents such as greeting cards, brochures and business cards are created. 2. To demonstrate the ability to modify graphics by rotating, cropping, enlarging, repositioning and shading. <ul style="list-style-type: none"> • Edit text and graphics • Convert to a Web publication and publish • Use the Publisher Help system to answer questions 	
Assessments	<ul style="list-style-type: none"> • Start Publisher • Choose a Newsletter Template and Change Options • Edit the Masthead • Edit a Headline and Import a Text File • Import the Back Page Story • Import Graphics and Edit the Caption • Check the Newsletter for Spelling and Grammar • Check the Newsletter for Design Errors 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Learn It Online scite.co0m/wd2007/learn • Project Summary • Word Online Training • Use the Publisher Help system to answer questions 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • Reading – English • Critical Thinking • Problem Solving • Keyboarding Information Processing 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Project Orientation • Step by Step, Screen by Screen Instructions • Thoroughly Tested Projects • Quick Reference Summary • Integration of the World Wide Web 	
2009 NJCCCS		
Standard: CCCS: NJ Standards		
8.1, 8.2, 9.1		

Strand(s): To develop an exercise-oriented approach that allows learning by doing and encourages independent study and help those who are working alone.

Content Statement(s): The project material is developed to ensure that students will see the importance of learning Publisher for future work.

CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.

21st Century Themes

	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Power Point		Unit #: 7
Course or Grade Level: Computer Applications 9-12		Length of Time: March
Pacing		
Essential Questions	<ul style="list-style-type: none"> • How do we encourage independent study and help those who are working alone? • How do we assist students to take the Microsoft Office Specialist examination for the specialist level certification? • How do students demonstrate their proficiency in these applications to employers? 	
Content	<ul style="list-style-type: none"> • Project Orientation • Step-by-Step, Screen-by-Screen Instruction • Thoroughly Tested Projects • Integration of the World Wide Web 	
Skills	<ul style="list-style-type: none"> • Start PowerPoint • Customize the PowerPoint Window • Choose a Design Template • Enter a Slide Title • Create Slide/End Slide • Move Manually Through Slides in a Slide Show • Display a Presentation in Black and White • Save Presentation before Printing • Print Presentation 	
Assessments	<ul style="list-style-type: none"> • Choose a Design Template • Enter Presentation Title • Type a Bulleted List • End a Slide Show with a Black Slide • Save a Presentation • Move Manually Through Slides in a Slide Show • Save Presentation Before Printing • Print a Presentation 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Learn It Online scsite.com/wd2007/learn • Practice Projects/Tests • Word Online Training • 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 and Information Processing 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Project Orientation • Step-by-Step, Screen-by-Screen Instruction • Thoroughly Tested Projects • Quick Reference Summary • Integration of the World Wide Web 	
2009 NJCCCS		
Standard: CCCS: NJ Standards 8.1, 8.2, 9.1		

Strand(s): To assist students preparing to take the Microsoft Office Specialist examination for Microsoft Office PowerPoint specialist-level certification.

Content Statement(s): To introduce students to new input technologies and encourage independent study to help those who are working alone.	CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.
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21st Century Themes

	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Delivering Presentations to and Collaborating with Workgroups		Unit #: 8
Course or Grade Level: Computer Applications I 9-12		Length of Time: April
Pacing		
Essential Questions	<ul style="list-style-type: none"> • How are presentations enhanced when individuals collaborate to fine tune text, visuals, and design elements? • How does a review cycle occur? • How does the e-mail program automatically track changes to the file? • How does Presentation Broadcasting deliver slide shows to remote audiences who are on the same intranet or are using the Internet? 	
Content	<ul style="list-style-type: none"> • Demonstrate methods of sharing a presentation with others • Send the presentation for review • Set-up and schedule an online broadcast. • Use the Package for CD feature to save and transport files 	
Skills	<ul style="list-style-type: none"> • Start PowerPoint and Open a Presentation • Display the Reviewing Toolbar and Insert a Comment • Send the Presentation for Review • Merge slide shows and Print Comments • Review and Accept or Reject Comments on Slides • Set-up and Schedule an Online Broadcast • Package a Presentation for Storage on a Compact Disc • Copy a Presentation Package to a Folder • View a Packaged Presentation Using the PowerPoint Viewer 	
Assessments	<ul style="list-style-type: none"> • Start PowerPoint and Open a Presentation • Send the Presentation for Review • Merge Slide shows and Print Comments • Set-up and Schedule an Online Broadcast • View a Packaged Presentation Using the PowerPoint Viewer • Close the Presentation 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Learn It Online scsite.com/wd2007/learn • 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"> • Microsoft Office PowerPoint Comprehensive Concepts and Techniques • Keyboarding and Information Processing • Learn It Online • Quick Reference Summary • Add sound effects and hyperlinks to slides 	
2009 NJCCCS		
Standard: CCCS: NJ Standards		
8.1, 8.2, 9.1		
Strand(s): A PowerPoint presentation shows variety by selecting design templates, appropriate colors, and slide layouts for specific audiences. The beginning of a PowerPoint slide show sets the tone, announces the topic, and generates interest.		

Content Statement(s): The graphic design power of PowerPoint allows you to create vibrant presentations that convey information in a clear, interesting manner.				CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.			
<u>21st Century Themes</u>							
	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
<u>21st Century Skills</u>							
	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Modifying Visual Elements and Presentation Formats		Unit #: 9
Course or Grade Level: Computer Applications I 9-12		Length of Time: May
Pacing		
Essential Questions	<ul style="list-style-type: none"> • What are the keys to a successful presentation ? • How does the AutoContent Wizard help you organize your ideas? • How do you formulate the context of your slide show? • How do you select the slides that support your major topic and eliminate the slides that are not relevant? 	
Content	<ul style="list-style-type: none"> • Customize the slide show generated by the AutoContent Wizard. • Add a graphical heading and change the background • Add data from other sources, including an Excel chart and Word table • Insert visual elements to create the slide show 	
Skills	<ul style="list-style-type: none"> • Customize a New Presentation • Use the AutoContent Wizard • Create a Folder and Save a Presentation • Add a Picture to Create a Custom Background • Add Sound Effect • Insert an Excel Chart • Add a Hyperlink to a Slide • Change Ink Color 	
Assessments	<ul style="list-style-type: none"> • Send your PowerPoint slides to Microsoft Word\ • Use of Digital tools and media-rich resources • Rehearse presentation timings and run a slide show with hyperlinks • Print speaker notes and save slide presentations as Rich Text Format outlines 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • 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 • Word Online Training 	
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"> • Microsoft Office PowerPoint • Charts/Graphs and Diagrams • Learn It Online • Quick Reference Summary 	
2009 NJCCCS		
Standard: CCCS: NJ Standards 8.1, 8.2, 9.1		
Strand(s): A PowerPoint presentation shows variety by selecting design templates, appropriate colors, and slide layouts for specific audiences. The beginning of a PowerPoint slide show sets the tone, announces the topic, and generates interest.		
Content Statement(s): The graphic design power of PowerPoint allows you to design vibrant presentations that convey information in a clear interesting manner.		CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.

<u>21st Century Themes</u>							
	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
<u>21st Century Skills</u>							
	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
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Unit Title: Creating a Self- Running Presentation Containing Shapes

Unit #: 10

Course or Grade Level: Computer Applications 9-12

Length of Time: June

Pacing

Essential Questions

- What is a kiosk?
- How can I help overcome nervousness when giving a presentation?
- Can I change the default colors in a color scheme?
- Can the current date be displayed automatically?

Content

- Create Slides
- Insert a Slide from Another Presentation
- Insert an AutoShape
- Apply an AutoShape Entrance Animation Effect
- Start the Self-Running Presentation
- Print Slides as Handouts

Skills

- Start and Customize a New Presentation
- Insert a Slide from Another Presentation
- Create a Self-Running Presentation
- Set Slide Show Timing Manually
- Start Self-Running Presentation
- Print Slides as Handouts

Assessments

- Start a new Presentation
- Insert a Slide from another Presentation
- Insert and Format an AutoShape
- Add text and a Motion Path Animation effect
- Insert and Format a Venn diagram add meaningful text to graphic
- Print Presentation Slides as Handouts

Interventions / differentiated instruction

- Learn It Online scsite.com/wd2007/learn
- Word Online Training
- Microsoft Office PowerPoint
- 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

- English—Reading
- Critical Thinking
- Problem Solving
- Keyboarding One

Lesson resources / Activities

- Keyboarding and Information Processing
- Microsoft Office PowerPoint
- Project Reinforcement Link
- Practice Test
- Expanding Your Horizons

2009 NJCCCS

**Standard: CCCS: NJ Standards
8.1, 8.2, 9.1**

Strand(s): Microsoft Office PowerPoint – Quick Reference CourseCards, Microsoft Excel, Microsoft Publishing, and Microsoft Word.

Content Statement(s): The graphic design power of PowerPoint allows you to design vibrant presentations that convey information in a clear interesting manner.		CPI # / CPI(s): Identify the many tasks that Word performs automatically to make you more productive.	
<u>21st Century Themes</u>			
Global Awareness	Financial, Economic, Business, and Entrepreneurial Literacy	Civic Literacy	Health Literacy
<u>21st Century Skills</u>			
Creativity and Innovation	Critical Thinking and Problem Solving	Communication and Collaboration	Information Literacy
Media Literacy	ICT Literacy	Life and Career Skills	

Revised: January 22, 2013