

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT
2017 Course Map

Department	Business	Course	Computer Applications for Business Productivity
Source of Standards NJ Student Learning Standard - Standard 9			
<ul style="list-style-type: none"> New Jersey Student Learning Standards 2014 <ul style="list-style-type: none"> NJ Core Curriculum Standards 8.1 NJ Core Curriculum Standards 9.3 21st Century Skills/Career Ready Practices <ul style="list-style-type: none"> Career Ready Practices 			
Sequence- Unit Titles and Number of weeks per unit			
Unit 1: Microsoft Word 2016 - 9 weeks Unit 2: Microsoft Excel 2016 - 7 weeks Unit 3: Microsoft PowerPoint 2016 - 2 weeks			
Enduring Understanding (link to guide)			
<ul style="list-style-type: none"> Selecting the right software for the job at hand is essential Formatting a document correctly will improve the look of the document Professional looking documents can be made for business, school or personal use Spreadsheets can help you organize data Spreadsheets can utilize functions, calculate formulas and graph information PowerPoint can be used for more than just presentations PowerPoint can be used at school and at work 			
Essential Questions (link to guide)			
<ul style="list-style-type: none"> Why do I need to learn word processing software? Why is it important to learn how to format word processing documents correctly? Why is Excel considered one of the best ways to organize data, complete calculations, make decisions, graph data and help develop professional looking reports? How do I create Excel worksheets that meet my needs? Where would PowerPoint be applicable? What can PowerPoint be used for? 			
Reporting Student Progress (link to pyramid)			
All courses follow a balanced assessment system with Practice, Assessments, Evaluations.			
Resources (Text and Technology)			

- Google Classroom
- Overhead Projector, Whiteboard
- Teacher created resources based upon:
 - Microsoft Office 2007, Introductory Concepts and Techniques
- Microsoft Word 2016 Software Program
- Microsoft Excel 2016 Software Program
- Microsoft PowerPoint 2016 Software Program