

**COURSE NAME: Computer Applications 7**

**UNIT: Microsoft Word**

**NO. OF DAYS: 3**

**KEY LEARNING(S): Word Basics; Create and format Word Documents (including memos, letters, reports, and other miscellaneous documents)**

**UNIT ESSENTIAL QUESTIONS: How do we use technology to communicate?**

**COMPETENCY: Students will be able to create, format and manage documents to collaborate with others.**

<b>CONCEPT</b>	<b>FORMATIVE ASSESSMENTS</b>	<b>SUMMATIVE ASSESSMENTS</b>	<b>SUGGESTED INSTRUCTIONAL ACTIVITIES</b>
Identify parts of the Word Screen  Name and save a document  Edit text  Print a document  Close a document  Set margins  Align paragraphs  Create a business letter  Cut, paste, copy, and move text  Use the Thesaurus  Use the Research tools  Check spelling and grammar  Format an academic report  Insert page numbers  Use word count  Key documents in correct layout	Discussions Observations Checklists	Formatted Documents Projects	Define vocabulary Discuss/demonstrate activity points Complete practice activity

Paragraph Development			
Write a valid argument			
Career Research			

<b>COURSE NAME: Computer Applications 7</b>			
<b>UNIT: OzoBot</b>			<b>NO. OF DAYS: 12</b>
<b>KEY LEARNING(S): Programming, Problem Solving, Trial and Error, Creativity</b>			
<b>UNIT ESSENTIAL QUESTIONS: How to I program the Evo to complete a task and then transfer that knowledge to other classes?</b>			
<b>COMPETENCY: Students will be able to program the Evo through a scene (ex: farm, circus, park, city) and use the program lines as the 'road'</b>			
<b>CONCEPT</b>	<b>FORMATIVE ASSESSMENTS</b>	<b>SUMMATIVE ASSESSMENTS</b>	<b>SUGGESTED INSTRUCTIONAL ACTIVITIES</b>
Identify parts of the bot	Discussions	Formatted Documents	Define vocabulary
Work with the colors to program action of bot	Observations	Create original presentation	Complete various practice activities
Work with simple courses and experimentation of bot	Checklists		
Create 3-D visual of course with various coding requirements			

<b>COURSE NAME: Computer Applications 7</b>			
<b>UNIT: Desktop Publishing</b>			
<b>KEY LEARNING(S): Learning design elements, balance, and purpose for an advertising document</b>			
<b>UNIT ESSENTIAL QUESTIONS: What are the essential elements of a desktop publishing document</b>			
<b>COMPETENCY: All students will be able to:</b>			
<ul style="list-style-type: none"> <li>Start and quit desktop publishing program</li> <li>Describe the desktop publishing window</li> <li>Create a document</li> <li>Replace Publisher template text</li> <li>Edit a synchronized object</li> <li>Delete objects</li> <li>Check spelling</li> <li>Save a publication</li> <li>Replace a graphic</li> <li>Open and modify a publication</li> </ul>			
<b>CONCEPT</b>	<b>FORMATIVE ASSESSMENTS</b>	<b>SUMMATIVE ASSESSMENTS</b>	<b>SUGGESTED INSTRUCTIONAL ACTIVITIES</b>
Create an original document that is publication ready	Discussions Observations Checklists	Formatted Documents Create original publication	Define vocabulary Create publication on topic assigned

<b>COURSE NAME: Computer Applications 7</b>			
<b>UNIT: Marketing</b>			<b>NO. OF DAYS: 4</b>
<b>KEY LEARNING(S): Learning to define logo and brand as well as establish own "brand"</b>			
<b>UNIT ESSENTIAL QUESTIONS: What are the essential elements that help a business/person succeed?</b>			
<b>COMPETENCY: Students will be able to define logo and brand</b>			
<ul style="list-style-type: none"> <li>Identify businesses by logos and brands</li> <li>Create Prezi presentation of own brand</li> </ul>			
<b>CONCEPT</b>	<b>FORMATIVE ASSESSMENTS</b>	<b>SUMMATIVE ASSESSMENTS</b>	<b>SUGGESTED INSTRUCTIONAL ACTIVITIES</b>
Importance of acquiring personal insight into one's own abilities, strengths, and weaknesses	Discussions Observations Checklists	Formatted Documents Create original document	Define vocabulary Create publication on topic assigned

**COURSE NAME:** Computer Applications 7

**UNIT:** Microsoft PowerPoint

**NO. OF DAYS:** 4

**KEY LEARNING(S):** PowerPoint Basics, Create Content and Collaborate, Format Content, Manage a Presentation

**UNIT ESSENTIAL QUESTIONS:** What are the requirements of effective visual presentations?

**COMPETENCY:** Students will be able to create and manage presentations

<b>CONCEPT</b>	<b>FORMATIVE ASSESSMENTS</b>	<b>SUMMATIVE ASSESSMENTS</b>	<b>SUGGESTED INSTRUCTIONAL ACTIVITIES</b>
<p>Identify parts of the PowerPoint screen</p> <p>Work with the Ribbon, tabs, and groups</p> <p>Open an existing presentation</p> <p>Insert and edit text on slides</p> <p>Start and run slide shows</p> <p>Use themes</p> <p>Insert Clip Art, pictures, shapes, and WordArt</p> <p>Use Spelling Checker and Thesaurus</p> <p>Customize slide backgrounds</p> <p>Modify slide layouts, fonts, and text</p> <p>Modify and add effects to pictures, shapes, and graphics</p> <p>Apply animation and transition effects</p> <p>Add, delete, and rearrange slides</p>	<p>Discussions</p> <p>Observations</p> <p>Checklists</p>	<p>Formatted Documents</p> <p>Create original presentation</p>	<p>Define vocabulary</p> <p>Complete various practice activities</p> <p>Create presentation on topic of choice</p>

