

| P. 1 of 4                                       |  |   | <b>Red Bank Regional High School Curriculum Map</b>                                     |  | Grade Level (s)<br><b>9, 10, 11, 12</b>  | Marking Period 1                      |
|---|--|---|---|--|--|---------------------------------------|
| Course Title: <b>Computer Applications</b>      |  |   |   |  |  |                                       |
| <b>Topics ( Unit Title or Organizing Idea )</b> | <b>Concepts ( Understandings )</b>   | <b>Skills ( What students need to be able to do )</b>   | <b>Standard / Progress Indicators</b>   | <b>Activities</b>  | <b>Major Assessments ( Tests, projects, performances, etc. )</b>                               | <b>Time Frame ( Number of Weeks )</b> |
| Know your Computer (Introduction)               | To become familiar with parts of the pc and keyboard arrangements.<br>To become familiar with steps to operate hardware and software.  | Define terms related to computer and keyboard arrangement.<br>Complete steps for creating saving and closing file.  | 2.1, 2.2, 2.3, 2.10   | Demonstrate various parts of machines and proper operation.<br>Use vocabulary terms relating to computer, internet, etc.<br>Teacher sets rules and discusses safety issues involved while working with computer. | Quiz on vocabulary<br>“check off” of guidelines on safety and maintaining computers and disks. | 1 week                                |
|   | To become familiar with basic computer terminology.  |   |   |  |  |                                       |
| Learn letter styles                             | Difference between Personal and Business. (Use of letterhead). Difference between block and modified block. Format document with proper spacing and placement of letter parts. | Students identify parts of a personal and business letter. Students format letters from unarranged copy. Students select appropriate style of punctuation for letter. | 1.1, 1.5, 2.1, 2.2, 2.3, 2.8, 3.1, 3.8, 3.15, 4.9, 4.10                                 | Teacher demonstrates models of personal letter and business letter, identifying parts, spacing and letterhead when applicable. Students key letter in personal letter and business letter format.                | Quiz on parts/ spacing of letters; formats and style.<br><br>Graded printed assignments.       | 4 weeks                               |
|   | Difference between open and mixed punctuation.   | Students key a formal business letter using a proper style from unarranged copy.  | 4.10, 4.11, 5.1, 5.2, 5.4, 5.6  | Students preview letter placement on screen prior to printing. Students proofread, correct errors and print letters in proper letter format and style  | Marking period test  |                                       |
| Tables  | Students will be able to format tables using word processing (insert table feature) and spreadsheet applications (using Excel)   | Students format a table using the insert table feature with multiple columns, edit tables using delete, add, auto fit, restore changes, format rows and columns,      | 1.5, 1.8, 2.1, 2.2, 2.3, 2.5, 2.7, 2.8, 2.9, 3.1, 3.2, 3.12, 3.13, 3.14, 3.15,4.10, 5.4 | Teacher demonstrates models of tables, identifying features, toolbar items and pull-down menus. Students key tables using a variety of editing features to prepare multi-column tables.                          | Quiz on toolbar and menu; formats and styles.  | 2 weeks                               |
|   |  |   | 1.5, 1.8, 2.1, 2.2, 2.3, 2.5, 2.7, 2.8, 2.9, 3.1, 3.2, 3.12, 3.13, 3.14, 3.15,4.10, 5.4 | .Students preview table placement on screen prior to printing. Students proofread, correct errors, adjust alignment and print tables as individual units or as part of a letter, report, etc.                    | Graded printed assignments.<br>Marking period test.  |                                       |
|   |  |   |   |  |  |                                       |
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|   |  |   |   | <i>Note-Some units may continue on to the next marking period.<br/>Century 21-Keyboarding &amp; Information Processing (South-Western)</i>   |  |                                       |

| P. 2 of 4                                       | Course Title: <b>Computer Applications</b>  |  | <b>Red Bank Regional High School Curriculum Map</b>  |  | Grade Level (s)<br><b>9, 10, 11, 12</b>                          | Marking Period 2                      |
|---|---|--|--|--|--|---------------------------------------|
| <b>Topics ( Unit Title or Organizing Idea )</b> | <b>Concepts ( Understandings )</b>  | <b>Skills ( What students need to be able to do )</b>                                      | <b>Standard / Progress Indicators</b>  | <b>Activities</b>  | <b>Major Assessments ( Tests, projects, performances, etc. )</b> | <b>Time Frame ( Number of Weeks )</b> |
| Learn Unbound Report Format                     | Process unbound report with title page containing side and paragraph headings with textual citations. | Students apply rules for centering, spacing, proofreading, previewing, saving and editing. | 1.1, 1.5, 2.1, 2.2, 2.3, 2.8, 3.1, 3.8, 3.15, 4.9, 4.10, 4.11, 5.1, 5.2, 5.4, 5.6                | Teacher demonstrates model of unbound report through use of correctly formatted report. Students key from unarranged copy with teacher direction, unbound reports, title pages, side and paragraph headings. | Graded unbound reports. Marking period test.                     | 2 weeks                               |
|   |   | Students prepare correctly formatted unbound reports.                                      | same as above  | Students preview work on screen. Student proofread and correct errors prior to printing.   |  |                                       |
| Personal Data Sheet/ Resume                     | To learn and apply guides for formatting data sheets/resume. To compose personal data sheets/ resume. | Proper arrangement/order of information. Proper format.                                    | 1.1, 1.2, 2.3, 1.5, 1.7, 1.9, 1.10, 2.1, 2.2, 2.3, 3.1, 3.8,                                     | Teacher demonstration of samples of data sheet/resume and difference between the two. Student keys datasheet in proper format <u>without</u> errors.   | Graded assignments. Marking period test.                         | 2 weeks                               |
|   | Relationship of data sheet/resume to the entire job search process.                                   | Produce an error-free document.  | 4.9, 4.10, 4.11, 5.1, 5.2, 5.4, 5.6  | Preview prior to printing. Proofread, edit and print.  |  |                                       |
| Letter of Application & follow up letters       | Preview and apply personal business letter as it applies to the job search process.                   | Proper letter style arrangement. Error free document.                                      | 1.1, 1.2, 1.3, 1.5, 1.7, 1.9, 1.10, 2.1, 2.2, 2.3, 3.1, 3.8, 4.9, 4.10, 4.11, 5.1, 5.2, 5.4, 5.6 | Teacher review of letter styles. Students key letters in proper format. Preview prior to printing. Proofread, edit and print.  | Graded assignments. Marking Period Test                          | 2 weeks                               |
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# Red Bank Regional High School Curriculum Map

Course Title: **Computer Applications**

Grade Level (s)  
**9, 10, 11, 12**

Marking  
Period 3

## Red Bank Regional High School Curriculum Map

| P. 4 of 4                                   | Course Title: <b>Computer Applications</b>   |  |  |  | Grade Level (s)<br><b>9, 10, 11, 12</b>  | Used throughout the course |
|---|--|--|--|--|--|----------------------------|
| Topics<br>( Unit Title or Organizing Idea ) | Concepts<br>( Understandings )   | Skills<br>( What students need to be able to do )  | Standard /<br>Progress Indicators                            | Activities   | Major Assessments<br>( Tests, projects, performances, etc. )   | Time Frame<br>( Weeks )    |
| Language Arts                               | Improve language and writing skills.   | Students apply rules of English grammar, punctuation, numerical expression, capitalization.                            | 1.1, 1.5, 1.7, 1.11, 3.8, 4.10                               | Teacher explains rules and the need to integrate these rules into all business communications and applications.  | Graded assignments; quiz.  | throughout the course      |
|   |  | Reinforce language skills with keying skills.  |  | Students apply language skills to all areas of formatted documents.  |  |                            |
| Word Processing                             | To become familiar with word processing features. To perform functions and apply to various documents. | Develop skills in the use of information and other tools to produce and enhance a document. Utilize software commands. | 1.5, 2.2, 2.3, 2.8, 3.4, 3.15, 4.11, 5.4, 5.6                | Teacher demonstration of word processing commands. Students key word processing activities. Students use commands features and apply them to document formats. | Teacher observation of skill. Quiz on utilization of command features. Graded word processing assignments. | throughout the course      |
| Proofreading                                | Understanding Editor's Proofreaders marks.   | From rough copy, students identify and use Editor's Proofreaders marks.  | 1.5, 1.7, 3.8  | Students key exercises from rough draft using proofreaders marks and print corrected copy.   | Graded proofreading assignments.   | throughout the course      |
| Spreadsheets                                | To become familiar with spreadsheet features. To perform functions and apply to various documents.     | Develop skills in the use of information and other tools to produce and enhance a document. Utilize software commands  | 1.1, 1.5, 2.1, 2.2, 2.3, 2.8, 3.1, 3.4, 3.15, 4.1, 4.9, 5.4, | Teacher demonstration of spreadsheet commands. Students key spreadsheet activities. Students use commands features and apply them to document formats.         | Teacher observation of skill. Quiz on utilization of command features. Graded spreadsheet assignments.     | throughout the course      |
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