| ***21st Century Computer Applications: Unit 1 - Word Processing and Business Communications******7 Weeks - 34 Days*** |
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| **Targeted Standards** (Write the overall NJSLS standards that are most applicable to this unit.).**9.2.12.CAP.5:** Assess and modify a personal plan to support current interests and postsecondary plans.  |
| **Rationale and Transfer Goals** : This unit introduces students to the use of information technology in the business environment through word processing activities. Students will learn how to use information technology in a work environment, communicate electronically, and harness the power of word processing. Students will also write key business documents such as a resume, cover letter, and thank you letter that will help them in their future careers. Creativity, solid writing skills, and computer skills will lead to success in college and in the workplace. |
| **Enduring Understandings:** What are the most essential conclusions that students should be guided towards throughout this unit?A well-written resume, cover letter, and thank you letter are incredibly important personal documents to help secure a job in the business world.Formatting a document is just as important as composing and proofreading a document.Proper document formatting makes it easier for managers and coworkers to read, understand, and formulate business decisions.Integrating pictures, charts, and tables into a document to present information is a crucial skill to know in a business environment. |
| **Essential Questions**: What are the questions that will guide critical thinking about the content of this unit? Essential questions should, in part, be thought-starters toward the enduring understandings.How does a well-written resume, cover letter, and thank you letter help me obtain a job?What types of printed documents do you utilize at school, work, or in your personal lives?What formatting features make documents easy to read and understand?What considerations are important when integrating text and graphics to create a document? |
| **Content/Objectives** | **Instructional Actions** |
| **Content*****What students will know*** | **Skills*****What students will be able to do*** | **Activities/Strategies*****How we teach content and skills*** | **Evidence (Assessments)*****How we know students have learned*** |
| * The importance of a well-written resume, cover letter, and thank you letter.
* Utilize Google Docs’ formatting features effectively
* Create and properly format basic business correspondence documents.
* Important and edit graphic elements such as pictures, graphs, and tables into a document.
 | * Create flyers.
* Edit and insert graphic images in word processing documents.
* Format tables.
* Prepare a resume, cover letter, and thank you letter.
 | * Create, format, and

edit word processing documents.* Digital Scavenger Hunt.
* Write and format a cover letter, resume, and thank you note to prospective employers.
* Software demonstrations.
* Class discussion and lecture.
* View sample documents to use as templates.
* Tip Sheets to reference for help.
 | * Daily class activities.
* Screen checks of class activities.
* Challenge Question participation.
* Teacher observation and reflection.
* [Google Docs Quiz](https://docs.google.com/forms/d/e/1FAIpQLScJXuarPFJKUODdhj_J4m16nVGCAnQIEOPPfO84QZ8zJSOGVg/viewform?usp=sf_link).
* Final Portfolio of Resume, Cover Letter, and Thank You Letter.
* Formal data from activities.
* Quarterly Assessment.
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| **Spiraling for Mastery** **Where does this unit spiral back to other units from this or previous years** **in order to ensure that students retain mastery of what they’ve learned?** |
| **Content or Skill for this Unit** | **Spiral Focus from Previous Unit** | **Instructional Activity** |
| * Basic understanding of computers and computer software.
* Basic understanding of the business world and careers.
* Basic research skills.
 | * Google Classroom and Google Drive familiarity.
 | * Challenge Questions.
* Mini Paragraphs/Sentence Starters.
* Use of Google Classroom and Google Drive applications.
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| **21st Century Skills:** What are the [21st Century Skills](http://www.p21.org/about-us/p21-framework) that are a part of this unit, and where are they experienced?CRP1. Act as a responsible and contributing citizen and employee. CRP2. Apply appropriate academic and technical skills. CRP4. Communicate clearly and effectively and with reason. CRP5. Consider the environmental, social and economic impacts of decisions. CRP6. Demonstrate creativity and innovation. CRP7. Employ valid and reliable research strategies. CRP8. Utilize critical thinking to make sense of problems and persevere in solving them. CRP10. Plan education and career paths aligned to personal goals. CRP11. Use technology to enhance productivity. In the literacy block, students will be making judgments and decisions, implementing innovations, thinking creatively, work creatively, communicate clearly, collaborating with others, using visual literacy, applying scientific and numerical literacy, using cross-disciplinary thinking, applying basic literacy, accessing and evaluating information, using and managing information, creating media products, and applying technology effectively. |
| **Key resources:** What are the resources that are essential for this unit (may also be listed in “Activities/Strategies”)?* Quizizz
* Google Classroom
* Google Drive Applications (Docs, Sheets, Slides)
* Nearpod
* Internet use for research
* SMART Board for presentations
* Projector
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| **Interdisciplinary Connections:****Social Studies -** Students will analyze how new and emerging technology such as online job postings and applications help aid in the job process/ 6.1.12.C.16.a - Evaluate the economic, political, and social impact of new and emerging technologies on individuals and nations**World Language -** Class discussions and writing activities will be based on professional topics such as key trends in business and the documents necessary to obtaining a new career/ 7.1.AL.IPERS.1: Participate in extended conversations about personal, social, and professional topics, using paragraph-level speech and writing across major time frames. |