

DEPARTMENT: BUSINESS EDUCATION	COURSE TITLE: COMPUTER APPLICATIONS COURSE NUMBER: 564
GRADE(S): 9-12	PRE-REQUISITES (IF ANY): KEYBOARDING I

UNIT	LENGTH	CONTENT	SKILLS	METHODS OF ASSESSMENT	FRAMEWORK STRAND(S) & STANDARD(S)
Unit I: Word Processing	3 weeks	<ul style="list-style-type: none"> Opening Word Saving a document Changing the default folder (temporarily and permanently) Reviewing the basics: open and print a document, exiting Word and Windows, scrolling, insertion point movement, deletion commands, selecting text, beginning terminology Manipulating the command keys and the mouse Function keys 	Students will: <ul style="list-style-type: none"> Apply bold, italic and underling formatting. Animate text. Change alignment of text in paragraphs. Insert special symbols in a document. Change line spacing in a document. Use help feature. Change top and bottom, left and right margins. Insert a hard page break in a document. 	<ul style="list-style-type: none"> Hands-on assessments (focus on following a set of instructions, reviewing commands and producing a document based on directions) Integrated test of all information learned to produce documents On task time Simulations 	ELA: 19.26 ITRS: 1.252.1, 2.2
Unit II: Excel	3 weeks	<ul style="list-style-type: none"> Accounting, fraction, and scientific formulas Creating and applying custom formats Automatically adjust column widths and row heights Format a worksheet by adding borders and shading Apply formatting to a worksheet using Excel's pre-designed auto formats Using an existing Excel template Opening multiple workbooks Consolidating data into a list Using the "what-if" functions Creating graphs 	Students will: <ul style="list-style-type: none"> Know the difference between currency and accounting formats. Know when to use scientific format for very large numbers or very small numbers. Know when to automatically adjust the width of a column or the height of a row. Know how to create a worksheet for repeated use. Know that a list and a database means the same in excel. Understand that data from one worksheet can be consolidated into another worksheet. Sort lists. Outline a worksheet. 	<ul style="list-style-type: none"> Hands-on assessments (focus on following a set of instructions, reviewing commands and producing a document based on directions) Integrated test of all information learned to produce documents On task time Simulations 	ITRS: 1.12, 1.13, 1.15, 1.25, 2.1, 2.2 MA: 10D1 & D2
Unit III: PowerPoint	3 weeks	<ul style="list-style-type: none"> Creating and editing a chart, organization chart and a table on a slide Adding a clip art image to a slide Customizing a toolbar Changing the slide sequence Editing text using Find and Replace Formatting slides by changing tabs, fonts, and alignment of text Inserting an Excel chart, importing text 	Students will: <ul style="list-style-type: none"> Know that a chart can be added to a slide to visually present numerical data in a graph and perform the function. Know how to use a table on a slide to present information in columns or rows. Understand that an organization chart is used to present the management structure of a business and know how to 	<ul style="list-style-type: none"> Hands-on assessments (focus on following a set of instructions, reviewing commands and producing a document based on directions) Integrated test of all information learned to 	ITRS: 1.2, 1.4, 1.7, 1.8, 1.22, 1.23, 1.24, 1.25, 2.1, 2.2, 2.3, 3.3, 3.5, 3.6 MA: 10D, D2 ELA: 26.5, 27.6

		<p>from Word, adding sound and video effects, and adding a custom background/color scheme into a presentation</p> <ul style="list-style-type: none"> • Changing the design template and applying a template from another presentation • Designing a custom template • Creating a graphical slide build to an image on a slide 	<p>create such a document.</p> <ul style="list-style-type: none"> • Know how to add clip art to a selected slide as well as import clips from other sources . • Know how to arrange the order of slides in either slide sorter view or outline view. • Know how to use the master slide to make formatting changes. • Know how to take the contents of a presentation and export them to a Word document. 	<p>produce documents</p> <ul style="list-style-type: none"> • On task time • Simulations 	
Unit IV: Access	3 weeks	<ul style="list-style-type: none"> • Selecting the appropriate data type for a field • Creating tables using the table wizard • Create or modifying a table in design view • Formatting field values • Creating a form using form wizard or design wizard • Refining a query using the filter by selection or the filter by form • Modifying the properties of fields used in queries • Creating or modifying a report in design view • Sorting and grouping records in a report • Adding graphics to a report • Editing existing relationships between tables • Setting “cascade update” and “cascade delete” to updates and deletes • Specifying join properties for a relationship • Creating and editing single-field and multiple-field indexes 	<p>Students will:</p> <ul style="list-style-type: none"> • Know how to create tables. • Know how to change format properties for a field to alter the way the data is displayed or printed. • Know the parts of a form in access. • Know how to create a form and a report in wizard and design view. • Define queries and understand their function. • Know how to create custom calculation. 	<ul style="list-style-type: none"> • Hands-on assessments (focus on following a set of instructions, reviewing commands and producing a document based on directions) • Integrated test of all information learned to produce documents • On task time 	<p>ITRS: 1.2, 1.4, 1.7, 1.8, 1.22, 1.23, 1.24, 1.25, 2.1, 2.2, 2.3, 3.3, 3.5, 3.6 MA: 10D1, D2 ELA: 26.5, 27.6</p>