

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

State Curriculum Standards:

| | |
|----------|---|
| 1.1.11A | Locate various texts, media and traditional resources for assigned and independent projects before reading. |
| 1.1.11C | Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing. |
| 1.1.11D | Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts. |
| 1.1.11E | Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference |
| 1.1.11F | Understand the meaning of and apply key vocabulary across the various subject areas. |
| 1.1.11H | Demonstrate fluency and comprehension in reading. |
| 1.2.11A | Read and understand essential content of informational texts and documents in all academic areas. |
| 1.2.11B | Use and understand a variety of media and evaluate the quality of material produced. |
| 1.4.11B | Write complex informational pieces. |
| 1.5.11F | Edit writing using the conventions of language. |
| 2.2.11A | Develop and use computation concepts, operations and procedures with real numbers in problem-solving situations. |
| 2.2.11F | Demonstrate skills for using computer spreadsheets and scientific and graphing calculators. |
| 2.4.11E | Demonstrate mathematical solutions to problems (e.g., in the physical sciences). |
| 2.5.11B | Use symbols, mathematical terminology, standard notation, mathematical rules, graphic and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas and results. |
| 2.8.11D | Formulate expressions, equations, inequalities, systems of equations, system of inequalities and matrices to model routine and non-routine problem situations. |
| 2.8.11H | Select and use an appropriate strategy to solve systems of equations and inequalities using graphing calculators, symbol manipulators, spreadsheets and other software. |
| 2.8.11Q | Represent functional relationships in tables, charts and graphs. |
| 2.11.11B | Interpret maximum and minimum values in problem situations. |
| 13.1.11B | Analyze career options based on personal interests, abilities, aptitudes, achievements and goals. |
| 13.1.11C | Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices. |
| 13.2.11E | Demonstrate in the career acquisition process, the applications of essential workplace skills/knowledge. |
| 13.3.11E | Evaluate time management strategies and their applications to both personal and work situations. |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Working with Document Sharing Tools, a Master Document, a Table of Contents, and an Index (Word Project 7)**

Content Standard: **Analysis, planning and preparation of a reference document.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|--|--|
| <p>A. Reviewing a Document</p> <ul style="list-style-type: none"> • Insert Comments • Track Changes • Accept and Reject Tracked Changes • Compare the Reviewed Document to Original • Merge the Documents | <ul style="list-style-type: none"> • Use collaboration tools within Word to evaluate and modify documents • Merge original documents into reviewed documents to create complete projects | <ul style="list-style-type: none"> • <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing, 2008) • IBM compatible computer • Microsoft Windows XP and Office 2007 software • Student computer data files | <ul style="list-style-type: none"> • Oral Quiz • True/False, Multiple Choice, and Short Answer Questions (Word Project 7 Quiz) • Project • Labs • Written Project 7 Quiz • Word Test |
| <p>B. Preparing a Document to be Included in a Reference Document</p> <ul style="list-style-type: none"> • Adding Captions • Inserting References • Marking Index Entries • Inserting Text Boxes That Contain Internet Tips • Compressing Pictures | <ul style="list-style-type: none"> • Modify the document to be included in a longer document • Add captions and index entries | <p><u>Remediation</u></p> <ul style="list-style-type: none"> • Review and edit project • Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> • Cases and places | |
| <p>C. Working with a Master Document</p> <ul style="list-style-type: none"> • Create an Outline • Insert a Subdocument | <ul style="list-style-type: none"> • Insert a subdocument in the master document | | |
| <p>D. Organizing a Reference Document</p> <ul style="list-style-type: none"> • Creating a Title Page • Develop a Table of Contents • Organize a Table of Figures • Construct an Index | <ul style="list-style-type: none"> • Include elements common to a reference document: title page, table of contents, list of tables and an index | | |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Creating an Online Form (Word Project 8)**

Content Standard: **Learn to design and create online forms.**

| Course Content | Student Performance | Resources | Assessments |
|--|--|--|--|
| <p>A. Saving a Document as a Template</p> <ul style="list-style-type: none"> Defining the Appearance of the Document Changing Document Settings <p>B. Entering Content in the Online Form</p> <ul style="list-style-type: none"> Entering and Formatting Text Inserting and Scaling Clip Art Adjusting Graphic Contrast and Text Wrapping Highlighting Text Creating Borderless Tables Inserting a Plain Text Control and Altering the Properties Inserting Drop-Down Lists Creating Combo Boxes, Controlling Content and Modifying Properties Develop a Date Content Control, Modifying Properties Insert a Rich Text Content Control | <ul style="list-style-type: none"> Define the default font, font size, margin settings, line spacing, available styles and placement of text Create the online form by entering the text, graphics and content controls in the document. | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Word Project 8 Quiz) Project Labs Written Project 8 Quiz Word Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Creating an Online Form (Word Project 8)**

Content Standard: **Learn to design and create online forms.**

| Course Content | Student Performance | Resources | Assessments |
|--|--|--|--|
| <p>C. Working with an Online Form</p> <ul style="list-style-type: none"> Using Windows Explorer to Display a New Document that is Based on a Template Completing a Form Saving a Form <p>E. Working with Templates</p> <ul style="list-style-type: none"> Un-protecting the Form | <ul style="list-style-type: none"> Enter data into the designed form Modify the template | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Word Project 8 Quiz) Project Labs Written Project 8 Quiz Word Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Enhancing an Online Form and Working with Macros, Document Security, and XML (Word Project 9)**

Content Standard: **Learn to create and improve the appearance, functionality and security of documents, and provide formats for sharing document data with other programs.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|--|--|
| <p>A. Save the Form to be Modified as a Macro-Enabled Template</p> <ul style="list-style-type: none"> Utilizing the Developer Tab Un-Protecting the Document Specifying Macro Settings <p>B. Enhance the Visual Appeal of a Form</p> <ul style="list-style-type: none"> Delete Clip Art, Change Color Scheme and Font Set Apply Texture Fill Effect Change the Fonts, Colors and Alignments of Text Lines Convert the Table Content Controls to Text Add a 3-D Effect to a Shape Insert and Rotate a Clip Art Image Delete the Date Content Control and Replace it With a Date Field Modify the Style of the Placeholder Text | <ul style="list-style-type: none"> Create a macro-enabled template Enhance the existing form by modifying graphics/images, converting existing items and altering placeholders | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places Integration Case | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Word Project 9 Quiz) Project Labs Written Project 9 Quiz Word Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Enhancing an Online Form and Working with Macros, Document Security, and XML (Word Project 9)**

Content Standard: **Learn to create and improve the appearance, functionality and security of documents, and provide formats for sharing document data with other programs.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|--|--|
| <p>C. Add Macros to Automate Tasks</p> <ul style="list-style-type: none"> Recording a Macro and Assign it a Shortcut Key Adding a Macro as a Button on the Toolbar Deleting a Macro Button on the Toolbar Creating an Automatic Macro Editing a Macro's VBA Code Running the Compatibility Checker <p>D. Incorporate Security in a Document</p> <ul style="list-style-type: none"> Saving Documents with a Password Creating and Modifying Building Blocks Using the Document Inspector Creating Digital Signatures (Visible and Invisible) Saving in XPS Document Format Customizing How Word Opens E-mail Attachments | <ul style="list-style-type: none"> Use Visual Basic commands to create, name and record macros Execute macros to ensure that they function properly Modify existing macros by utilizing the Visual Basic Editor Save a document with a password Save frequently used data as building blocks Remove personal information, hidden text, and other nonessential content Add a signature line and/or a digital signature line to a document Save the document in XPS format | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places Integration Case | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Word Project 9 Quiz) Project Labs Written Project 9 Quiz Word Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Enhancing an Online Form and Working with Macros, Document Security, and XML (Word Project 9)**

Content Standard: **Learn to create and improve the appearance, functionality and security of documents, and provide formats for sharing document data with other programs.**

| Course Content | Student Performance | Resources | Assessments |
|---|---|---|--|
| E. Working with XML <ul style="list-style-type: none"> Attaching a Schema File Adding a Parent and Child XML Element Adding XML Elements Setting Exceptions to Editing Restrictions Saving an SML Document as a Template | <ul style="list-style-type: none"> Convert an online form to the SML format so that the data in the form can be shared with other programs | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> (South-Western Publishing 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <u>Remediation</u> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <u>Enrichment</u> <ul style="list-style-type: none"> Cases and Places Integration Case | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Word Project 9 Quiz) Project Labs Written Project 9 Quiz Word Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Using Macros and Visual Basic for Applications with Excel (Excel Project 7)**

Content Standard: **Utilize Visual Basic for Applications to customize and extend the capabilities of Excel.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|---|--|
| <p>A. Learn More About a Workbook Created by Someone Else</p> <ul style="list-style-type: none"> • Enter Data in Selected Cells • Un-Protecting a Worksheet <p>B. Recording Macros and Assigning Them to a Toolbar Button</p> <ul style="list-style-type: none"> • Display Developer Tab, Enable Macros • Record a Macro to Print the Worksheet • Password-Protect the Worksheet • Set Macro Security Level • Open Workbook with Macro and Execute the Macro • View and Print a Macro's VBA Code • Add and Assign a Button to the Quick Access Toolbar | <ul style="list-style-type: none"> • Display formulas to gain understanding of formulas and functions • Use range finder and auditing commands to show referenced cells • Enter sample data and verify the results • Create a macro enabling the user to select options for printing the worksheet and place a button on the quick access toolbar allowing the user to run the macro with ease (Phase I) | <ul style="list-style-type: none"> • <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) • IBM compatible computer • Microsoft Windows XP and Office 2007 software • Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> • Review and edit project • Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> • Cases and Places | <ul style="list-style-type: none"> • Oral Quiz • True/False, Multiple Choice, and Short Answer Questions (Excel Project 7 Quiz) • Project • Labs • Excel test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Using Macros and Visual Basic for Applications with Excel (Excel Project 7)**

Content Standard: **Utilize Visual Basic for Applications to customize and extend the capabilities of Excel.**

| Course Content | Student Performance | Resources | Assessments |
|--|--|--|--|
| <p>C. Create a Procedure to Automate the 401(K) Investment Model Data Entry</p> <ul style="list-style-type: none"> Unprotect a Password-Protected Worksheet Add a Command Button Control to the Worksheet Set the Command Button Control Properties Enter the New Data Button Procedure Using the Visual Basic Editor Enter Model Data Using the New Data Button Protect and Save the Worksheet and Workbook | <ul style="list-style-type: none"> Create a command button control and an associated procedure that steps the user through entering data in the range using dialog boxes (Phase II) Use three-step VBA process: Create the user interface, set the properties, write the VBA code | <ul style="list-style-type: none"> <u>Microsoft Office, 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Project 7 Quiz) Project Labs Excel test |
| <p>D. Create a Personalization Center to Automate the 401(K) Investment Model Data Entry</p> <ul style="list-style-type: none"> Add Controls to a User Interface Set Properties of the Label Controls and Check Box Control Set Command Button Control Properties Set the Scroll Bar Properties | <ul style="list-style-type: none"> Add additional controls to the worksheet to automate the 401(K) Investment Model data entry (Phase III) Use input dialog boxes for employee name and annual salary Enter the remaining data using scroll bars, check boxes and spin buttons to reduce input errors | <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | |

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Content Standard: **Utilize Visual Basic for Applications to customize and extend the capabilities of Excel.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|--|
| <ul style="list-style-type: none"> Set Check Box Control Properties Set Properties for Spin Button Controls Set Variable Label Control Properties Resize and Reposition Controls in the Personalization Center Enter Button Procedures Test Controls in the Personalization Center Reset the Quick Access Toolbar and Ribbon <p>E. Digital Signatures</p> <ul style="list-style-type: none"> Add a Digital Signature to a Workbook Review a Digital Signature on a Workbook | <ul style="list-style-type: none"> Create and attach a digital signature to verify the authenticity of a document. | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Project 7 Quiz) Project Labs Excel test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Formula Auditing, Data Validation, and Complex Problem Solving (Excel Project 8)**

Content Standard: **Use powerful data validation features in Excel to locate invalid data, solve problems and define constraints using the Solver.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|--|
| <p>A. Formula Auditing</p> <ul style="list-style-type: none"> Trace Precedents Remove Precedent arrows Trace Dependents Remove Dependent arrows Add Date Validation to Cells Open and Add Cell Watches Use Trial and Error to Attempt to Solve a Complex Problem Use Goal Seek Command to Attempt to Solve a Complex Problem Circle Invalid Date and Clear Validation Circles | <ul style="list-style-type: none"> Use formula auditing techniques to analyze a worksheet Trace precedents and dependents Add data validation rules to cells Use trial and error to solve a problem on a worksheet Use goal seeking to solve a problem Circle invalid data on a worksheet | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Project 8 Quiz) Project Labs Excel test |
| <p>B. Use Solver to Solve Complex Problems</p> <ul style="list-style-type: none"> Use Solver to Find the Optimal Solution to a Complex Problem | <ul style="list-style-type: none"> Use Excel's Solver to solve a complex problem within a worksheet | | |
| <p>C. Working with Solver Options</p> <ul style="list-style-type: none"> View the Solver Answer Report | | | |
| <p>D. Saving the Workbook with Passwords</p> | <ul style="list-style-type: none"> Password-protect a workbook file | | |

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Unit: **Formula Auditing, Data Validation, and Complex Problem Solving (Excel Project 8)**

Content Standard: **Use powerful data validation features in Excel to locate invalid data, solve problems and define constraints using the Solver.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|--|
| <p>E. Using Scenario Manager to Analyze Data</p> <ul style="list-style-type: none"> Save the Current Data as a Scenario Add Data for a New Scenario Use Solver to Find a New Solution View the Solver Answer Report Save Second Solver Solution as a Scenario | <ul style="list-style-type: none"> Use Excel's Scenario manager to record and save different sets of what-if assumptions | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Project 8 Quiz) Project Labs Excel test |
| <p>F. Summarizing Scenarios</p> <ul style="list-style-type: none"> Creating a Scenario Summary Worksheet Working with an Outlined Worksheet Creating a Scenario Pivot Table Worksheet | <ul style="list-style-type: none"> Create a Scenario Summary of scenarios Create a Scenario PivotTable | <p><u>Remediation</u></p> <ul style="list-style-type: none"> Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | |
| <p>G. Preparing a Workbook for Distribution</p> <ul style="list-style-type: none"> Inspect a Document for Hidden and Personal Information Information Rights Management Check Compatibility Mark a Workbook as Final | <ul style="list-style-type: none"> Save a workbook for use in a previous version of Excel | | |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Importing Data, Working with PivotCharts, PivotTables, and Trendlines (Excel Project 9)**

Content Standard: **Import data from various external sources into an Excel worksheet and then analyze that data. Then represent and analyze the data visually using PivotTables, PivotCharts and Trendlines.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|--|
| <p>A. Importing Files</p> <ul style="list-style-type: none"> From Text Files to Worksheets From Access Tables to Worksheets From Web Page to Worksheet Copying and Transposing Data from Word into Worksheet Converting Text to Columns Importing XML Data Replicating Formulas <p>B. Collaborating and Tracking Changes on a Workbook</p> <ul style="list-style-type: none"> Sharing and Collaborating on a Workbook Inserting a Comment Tracking Changes <p>C. Reviewing Tracked Changes</p> <p>D. Creating and Formatting PivotTables and PivotCharts</p> <ul style="list-style-type: none"> Creating PivotTables Adding Data to a PivotTable | <ul style="list-style-type: none"> Import data from a text file, an Access database, a Web page, and a Word document Transpose data while pasting it Convert text to columns Replicate formulas Explain sharing and collaboration techniques Insert, edit, and delete comments Track changes and share a workbook Accept and reject tracked changes made to a workbook Analyze worksheet data using a PivotTable and a Pivot Chart | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Quiz for Project 9) Project Labs Test-concepts Test-applications |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Importing Data, Working with PivotCharts, PivotTables, and Trendlines (Excel Project 9)**

Content Standard: **Import data from various external sources into an Excel worksheet and then analyze that data. Then represent and analyze the data visually using PivotTables, PivotCharts and Trendlines.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|--|--|
| <ul style="list-style-type: none"> Changing the View of a PivotTable Filtering a PivotTable Formatting a PivotTable Switching Summary Functions in a PivotTable Creating, Changing, and Formatting the PivotChart type Changing the PivotChart View <p>E. Comparing and Merging Workbooks</p> <p>F. Adding a Trendline to a Chart</p> <p>G. Saving Custom Views and Formatting a Worksheet Background</p> <p>H. Consolidating Data by Linking Workbooks</p> <ul style="list-style-type: none"> Updating links | <ul style="list-style-type: none"> Compare and merge shared workbooks Analyze worksheet data using a Trendline Save a custom view of a worksheet and format a worksheet background | <ul style="list-style-type: none"> <u>Introductory Concepts and Techniques</u> (South-Western Publishing 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Excel Quiz for Project 9) Project Labs Test-Concepts Test-Applications |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Advanced Report Techniques (Access Project 7)**

Content Standard: **Create reports that feature grouping, sorting, subreports and aggregate functions.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|---|--|
| <p>A. Creating Reports in Design View</p> <ul style="list-style-type: none"> Changing a Caption Creating Queries Creating Initial Reports <p>B. Understanding Report Sections</p> <ul style="list-style-type: none"> Adding Fields <p>C. Aligning Controls Using the Arrange Tab</p> <ul style="list-style-type: none"> Adding Text Boxes Viewing the Report Formatting a Control Grouping Controls Updating Grouped Controls Updating Multiple Controls that are not Grouped Adding a Subreport Print Layout Issues Subreport Controls Section Properties <p>D. Creating a Second Report</p> <ul style="list-style-type: none"> Adding Fields Resizing the Detail Section Adding Totals and Subtotals | <ul style="list-style-type: none"> Create a master report for all recruiters that includes full details for all clients List specific seminars being offered to each client (include seminar number, description, total hours required, hours spent and hours remaining) Modify a report to meet predetermined layout specifications Create an discount report to reward current clients and attract new clients with incentives on educational seminars | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Access Project 7 Quiz) Project Labs Access test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Advanced Report Techniques (Access Project 7)**

Content Standard: **Create reports that feature grouping, sorting, subreports and aggregate functions.**

| Course Content | Student Performance | Resources | Assessments |
|--|--|---|--|
| <ul style="list-style-type: none"> Assigning Conditional values Fine-Tuning a Report <p>E. Creating Mailing Labels</p> <ul style="list-style-type: none"> Printing Labels | <ul style="list-style-type: none"> Produce customized mailing labels for customers and sort labels by postal code to take advantage of bulk mailing rates | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and edit project Apply your knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Access Project 7 Quiz) Project Labs Access Test |

Unit: **Advanced Form Techniques (Access Project 8)**

Content Standard: **Develop forms that contain combo boxes that select data from related tables, find records on the form and contains command buttons**

that accomplish various tasks.

| Course Content | Student Performance | Resources | Assessments |
|--|---|--|--|
| <p>A. Creating a Form with Combo Boxes, Command Buttons and Option Groups</p> <ul style="list-style-type: none"> • Design View • Adding Calculated Fields • Changing Field Formats • Combo Boxes with Values Selected From a Related Table • Changing Background Color • Formatting Controls • Resizing Controls • Modifying a Form Header Section • Adding Command Buttons • Adding a Combo Box to Find a Record • Adding and Using Buttons • Adding Option Groups • Creating Macros for the Option Group <p>B. Creating a Multipage Form</p> <ul style="list-style-type: none"> • Create a Form • Use Tab Controls to Create a Multipage Form • Adding and Modifying a Subform • Inserting/Modifying Charts | <ul style="list-style-type: none"> • Create the Client View and Update form to contain the fields in the client table as well as a calculated field • Create command buttons on the form that will perform the requested tasks <ul style="list-style-type: none"> • Create a multi-page form that contains more than one page of information with a tab control that allows you to access two different pages | <ul style="list-style-type: none"> • <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) • IBM compatible computer • Microsoft Windows XP and Office 2007 software • Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> • Reread Project • Review and edit project • Apply your knowledge <p><u>Enrichment</u></p> <p>Cases and Places</p> | <ul style="list-style-type: none"> • Oral Quiz • True/False, Multiple Choice, and Short Answer Questions (Access Project 8 Quiz) • Project • Labs • Access test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Administering a Database System (Access Project 9)**

Content Standard: **Develop database system administration skills that improve the usability, accessibility, security, and efficiency of the database.**

| Course Content | Student Performance | Resources | Assessments |
|---|---|---|--|
| <p>A. Microsoft Access Tools</p> <ul style="list-style-type: none"> Using the Table Analyzer Using the Performance Analyzer Using the Documenter <p>B. Using the Navigation Pane</p> <ul style="list-style-type: none"> Creating Custom Categories and Groups Adding Items to Groups Using the Search Bar <p>C. Table and Database Properties</p> <ul style="list-style-type: none"> Creating Validation Rules for a Table Creating Custom Properties <p>D. Special Field Properties</p> <ul style="list-style-type: none"> Creating Custom Input Masks Allowing Zero Length <p>E. Creating and Using Indexes</p> <ul style="list-style-type: none"> Single-Field Indexes Multiple Field Indexes <p>F. Automatic Error Checking</p> <ul style="list-style-type: none"> Enable Error Checking Error Indication | <ul style="list-style-type: none"> Analyze database tables for potential problems, performance issues and document the various objects in the database Create custom categories and groups in the navigation pane Change the table and database properties to enhance database operations Create custom input masks and allow zero length strings in databases Create indexes to speed up retrieval of information from a database Include automatic error checking as part of the administration of the database | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and Edit Project Apply your Knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Access Project 9 Quiz) Project Labs Access Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Administering a Database System (Access Project 9)**

Content Standard: **Develop database system administration skills that improve the usability, accessibility, security, and efficiency of the database.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|--|
| <p>G. Smart Tags</p> <ul style="list-style-type: none"> Adding Smart Tags to Fields Showing Smart Tags Hiding Smart Tags Using Smart Tags in Tables Adding Smart Tags to a Control in a Form <p>H. Database Options</p> <ul style="list-style-type: none"> Display Options Encryption Digital Certificates Security Options Privacy Options Add-ins Locking a Database Splitting a Database | <ul style="list-style-type: none"> Include smart tags in tables, queries, forms and reports as part of the administration of a database system Secure the database through the use of security features and options in Access | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Review and Edit Project Apply your Knowledge <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (Access Project 9 Quiz) Project Labs Access Test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Reusing a Presentation with Multimedia (PowerPoint Project 5)**

Content Standard: **Update existing presentations with multimedia to enhance a presentation and help with audience retention of presented information.**

| Course Content | Student Performance | Resources | Assessments |
|--|---|---|---|
| <p>A. Formatting Pictures and Text</p> <ul style="list-style-type: none"> • Recolor Photographs • Set Transparency Color in Photographs • Resize Pictures • Applying Shapes to a Picture • Changing Bullet Characters to Pictures • Changing Bullet Characters to Symbols • Modifying Bullet Size and Color • Creating and Adjusting Columns in a Text Box • Formatting a Text Box <p>B. Adding Multimedia to Slides</p> <ul style="list-style-type: none"> • Adding a Movie File • Adding a Sound Clip • Adding a Movie Clip <p>C. Preparing For and Rehearsing Delivery</p> <ul style="list-style-type: none"> • Rehearsing Timings • Adjusting Timings Manually • Adding Notes • Printing Speaker Notes • Changing Document Properties | <ul style="list-style-type: none"> • Revitalize an existing presentation by enhancing graphics and text <ul style="list-style-type: none"> • Add multi-media, including sounds, video, and music to help audience members retain the information being presented <ul style="list-style-type: none"> • Synchronize slides with presenter's verbal message | <ul style="list-style-type: none"> • <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) • IBM compatible computer • Microsoft Windows XP and Office 2007 software • Student computer data files <p><u>Remediation:</u></p> <ul style="list-style-type: none"> • Reread Project • Review and Edit Project • Apply your Knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> • Cases and Places | <ul style="list-style-type: none"> • Oral Quiz • True/False, Multiple Choice, and Short Answer Questions (PowerPoint Project 5 quiz) • Project • Labs • Excel test |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Creating a Self-Running Presentation Containing Animated Shapes (PowerPoint Project 6)**

Content Standard: **Develop a kiosk-style presentation to be run at a retail establishment.**

| Course Content | Student Performance | Resources | Assessments |
|---|--|---|--|
| <p>A. Customizing Presentation Masters</p> <ul style="list-style-type: none"> Modifying a Slide Master Applying a quick style Adding background graphics Inserting and formatting placeholders | <ul style="list-style-type: none"> Customize each slide within a presentation by making alterations to the slide master | <ul style="list-style-type: none"> <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) IBM compatible computer Microsoft Windows XP and Office 2007 software Student computer data files | <ul style="list-style-type: none"> Oral Quiz True/False, Multiple Choice, and Short Answer Questions (PowerPoint Project 6 Quiz) Project Labs PowerPoint test |
| <p>B. Adding and Formatting Numbered Lists</p> <ul style="list-style-type: none"> Changing character bullets to numbers Formatting numbered lists Modifying line spacing Aligning text in content placeholder | <ul style="list-style-type: none"> Alter presentation by changing the default slide layout bullets to numbers Resize and recolor the numbered bullets | | |
| <p>C. Reusing Slides from an Existing Presentation</p> <ul style="list-style-type: none"> Inserting slides into existing presentation | <ul style="list-style-type: none"> Insert a slide from a different presentation Add visual interest and clarity to a presentation by animating various parts of the show | <p><u>Remediation</u></p> <ul style="list-style-type: none"> Reread Project Proofread and correct project Apply your Knowledge | |
| <p>D. Using Animations in a Presentation</p> <ul style="list-style-type: none"> Animating a bulleted list Changing animation speed and grouping | <ul style="list-style-type: none"> Record timings for the presentation | <p><u>Enrichment</u></p> <ul style="list-style-type: none"> Cases and Places | |

Business Education Planned Course: Computer Applications 3 (Grades 10-12)

Unit: **Creating a Self-Running Presentation Containing Animated Shapes (PowerPoint Project 6)**

Content Standard: **Develop a kiosk-style presentation to be run at a retail establishment.**

| Course Content | Student Performance | Resources | Assessments |
|--|---------------------|---|--|
| <ul style="list-style-type: none"> • Dim Text after Animation • Convert Text to a SmartArt Graphic • Animate a SmartArt Graphic • Create Motion Path Animation • Create a Self-Running Presentation • Add Slide Timings • Add Slide Transitions | | <ul style="list-style-type: none"> • <u>Microsoft Office 2007 Introductory Concepts and Techniques</u> (South-Western Publishing, 2008) • IBM compatible computer • Microsoft Windows XP and Office 2007 software • Student computer data files <u>Remediation</u> <ul style="list-style-type: none"> • Reread Project • Proofread and correct project • Apply your Knowledge <u>Enrichment</u> <ul style="list-style-type: none"> • Cases and Places | <ul style="list-style-type: none"> • Oral Quiz • True/False, Multiple Choice, and Short Answer Questions (PowerPoint Project 6 Quiz) • Project • Labs • PowerPoint Test |