

Business Education Planned Course: Computer Applications I – Grades 9-12

- 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 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 reading vocabulary by identifying and correctly using new words acquired through study of their relationships to other words. Use 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/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/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, graphing 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, systems 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.

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Unit: Creating and Editing a Word Document

Content Standard: Understand the Word window and creating a professional announcement.

Course Content	Student Performance	Resources	Assessments
A. The Word Window <ul style="list-style-type: none">Document windowMenu barToolbarsPage width	<ul style="list-style-type: none">Identify the windows and toolbars	<ul style="list-style-type: none"><u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)	<ul style="list-style-type: none">Oral quiz
B. Entering Text <ul style="list-style-type: none">Enter blank linesFormatting marksWordwrapSpell check	<ul style="list-style-type: none">Enter text using formatting marks, wordwrap and spell check	<ul style="list-style-type: none">IBM compatible computer	<ul style="list-style-type: none">True/false, multiple choice, and short answer questions
C. Saving Document	<ul style="list-style-type: none">Save a document	<ul style="list-style-type: none">Microsoft Windows XP and Office 2003 software	<ul style="list-style-type: none">Project
D. Formatting <ul style="list-style-type: none">Selecting textChange font and font sizeChange attributesAlign	<ul style="list-style-type: none">Format a document by selecting text and changing the font size and attributes and aligning left, right and center	<ul style="list-style-type: none">Student computer data files	<ul style="list-style-type: none">Labs
E. Clip Art <ul style="list-style-type: none">InsertAlignResize	<ul style="list-style-type: none">Insert, align and resize clip art		
F. Printing, Quitting and Opening Document	<ul style="list-style-type: none">Open, print and quit a document		
G. Correcting Errors	<ul style="list-style-type: none">Correct errors in a document		

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Unit: **Creating a Research Paper**

Content Standard: **Creating a research paper on Web Publishing in MLA style.**

Course Content	Student Performance	Resources	Assessments
<p>A. Margins</p> <p>B. Line spacing</p> <p>C. Headers and footers</p> <ul style="list-style-type: none"> Display Type and number Format <p>D. Body of research paper</p> <ul style="list-style-type: none"> Enter name and course information Shortcut keys Indents AutoCorrect Footnotes Page breaks Symbols <p>E. Works Cited Page</p> <ul style="list-style-type: none"> Hanging indent Hyperlink Sorting <p>F. Proofing and Revising Paper</p> <ul style="list-style-type: none"> Find and replace Move and copy text Synonym Word count Spelling and grammar 	<ul style="list-style-type: none"> Change margin setting to 1" Adjust line spacing Use a header to number pages Type the body of a research paper using MLA format Type a works cited page using the MLA format Proofread and revise the paper 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs

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Unit: **Create Résumé Using a Wizard and Cover Letter with a Table**

Content Standard: **Preparing a résumé and cover letter for a position as a computer sales manager.**

Course Content	Student Performance	Resources	Assessments
<p>A. Create a Résumé Using the Wizard</p> <p>B. Personalizing the Résumé</p> <ul style="list-style-type: none"> • Replace placeholders • Bullets • Line break <p>C. Viewing/Printing Résumé</p> <p>D. Create a Letterhead</p> <ul style="list-style-type: none"> • Font colors • Tabs • Collect and paste • Symbols • Borders <p>E. Create Cover Letter</p> <ul style="list-style-type: none"> • Components of a business letter • AutoText entry • Non-breaking space • Bullets <p>F. Create a Table</p> <ul style="list-style-type: none"> • Enter data • AutoFormat • Alignment 	<ul style="list-style-type: none"> • Follow steps in a wizard to create a résumé • Type information in the placeholders to personalize the resume • Click on print preview and then print resume • Create a letterhead using format and attributes for a cover letter • Type a cover letter using a modified block style with bullets and a table • Create a table within the cover letter 	<ul style="list-style-type: none"> • <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files 	<ul style="list-style-type: none"> • Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Test-concepts • Test-applications <p><u>Remediation:</u></p> <ul style="list-style-type: none"> • Reread project • Apply-your-knowledge activities <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> • Cases and Places

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G. Envelope	<ul style="list-style-type: none"> Type an envelope 		
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Unit: **Creating a Worksheet and Embedded Chart**

Content Standard: **Creating a worksheet with calculations and an embedded chart for first quarter sales.**

Course Content	Student Performance	Resources	Assessments
<p>A. The Excel Worksheet Window</p> <ul style="list-style-type: none"> Menu bar Toolbars Cell Rows and columns <p>B. Entering text</p> <ul style="list-style-type: none"> Title Column and row titles Numeric data Calculating a sum Fill handle <p>C. Formatting</p> <ul style="list-style-type: none"> Style, size, attributes AutoFormat Centering across columns Name box <p>D. 3-D Column Chart</p> <ul style="list-style-type: none"> Chart wizard Embed chart <p>E. Saving a Worksheet</p> <p>F. Printing, Quitting, and Opening a Worksheet</p>	<ul style="list-style-type: none"> Identify the windows and toolbars Type in titles and numeric data in a worksheet and use the fill handle in place of typing Format the worksheet to make it easier to read and understand Create and embed chart to show the worksheet in picture format Save a worksheet Open, print and quit a worksheet Use auto-calculate to 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs

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G. Auto-Calculate	determine totals		
H. Correcting Errors	<ul style="list-style-type: none">• Correct errors in the worksheet		

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Unit: **Formulas, Functions, Formatting and Web Queries**

Content Standard: **Creating a worksheet with formulas and functions and changing the format manually.**

Course Content	Student Performance	Resources	Assessments
<p>A. Entering Titles and Numbers</p> <p>B. Entering Formulas</p> <ul style="list-style-type: none"> Order of operation Point mode Fill handle AutoSum Select nonadjacent cells <p>C. Average, Max and Min Functions</p> <ul style="list-style-type: none"> Keyboard and mouse Edit formula box and functions box Paste function box <p>D. Verifying Formulas</p> <ul style="list-style-type: none"> Range finder Auditing commands <p>E. Formatting Worksheet</p> <ul style="list-style-type: none"> Font, size, alignment, and attributes Background and font colors Formatting numbers Conditional formatting Changing column/row widths and heights 	<ul style="list-style-type: none"> Type multiple lines in the same cell Enter formulas using different modes Apply the average, max and min function formulas in different methods Verify formulas using different methods Format the worksheet to make it easier to read and understand 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs

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Course Content	Student Performance	Resources	Assessments
F. Checking Spelling G. Saving H. Printing <ul style="list-style-type: none"> • Portrait or landscape • Values or formula view • Scaling I. Changing Sheet Names J. Web Queries K. Importing External Data	<ul style="list-style-type: none"> • Check spelling of worksheet • Save worksheet • Print worksheet in different modes • Rename workbook sheets • Produce real-time worksheets • Update worksheets 		

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Unit: **What-If Analysis, Charting, and Working with Large Worksheets**

Content Standard: **Creating a worksheet using the draw toolbar, making assumptions, using what-if and absolute cell references and creating charts.**

Course Content	Student Performance	Resources	Assessments
<p>A. Rotating Text and Using Fill Handle for Series</p> <p>B. Using Format Painter Button</p> <ul style="list-style-type: none"> Increase column width <p>C. Inserting and Deleting</p> <ul style="list-style-type: none"> Rows Columns <p>D. Numbers with Format Symbol</p> <p>E. Freezing Title</p> <p>F. Displaying Date and Time</p> <p>G. Absolute vs. Relative</p> <p>H. The If Function</p> <p>I. Drawing Toolbar</p> <ul style="list-style-type: none"> Displaying and docking Drop shadow Font size Background colors <p>J. 3-D Pie Chart</p> <ul style="list-style-type: none"> Separate chart sheet Chart titles and labels Changing colors Exploding Rotating and tilting Leader lines <p>K. What-If Analysis</p> <ul style="list-style-type: none"> Changing values 	<ul style="list-style-type: none"> Creating titles to set them apart Create attributes then apply them to other cells Insert and delete rows and columns in a worksheet Type numbers and change the format Freeze row and column titles Display date and time in a cell on the worksheet Write formulas when copied can be absolute or relative Use the if function Create attributes for the worksheet using drawing toolbar Create a 3-D pie chart with different attributes Use Excel to answer what-if questions and goal seek to 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software <p>Student computer data files</p>	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs Test-concepts Test-applications <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Apply-your-knowledge activities <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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• Goal seeking	analyze data		
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Unit: **Creating a Database Using Design and Datasheet Views**

Content Standard: **Creating a table, form and report using a database.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Table <ul style="list-style-type: none">Defining fieldsSaving the fieldsAdding records	<ul style="list-style-type: none">Create a database with fields and records	<ul style="list-style-type: none"><u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)	<ul style="list-style-type: none">Oral quiz
B. Printing a Table	<ul style="list-style-type: none">Print a database	<ul style="list-style-type: none">IBM compatible computer	<ul style="list-style-type: none">True/false, multiple choice, and short answer questions
C. Creating Additional Tables	<ul style="list-style-type: none">Type more tables in a database	<ul style="list-style-type: none">Microsoft Windows XP and Office 2003 software	<ul style="list-style-type: none">Project
D. Creating a Form <ul style="list-style-type: none">Open, close and saveUse a form	<ul style="list-style-type: none">Create a form	<ul style="list-style-type: none">Student computer data files	<ul style="list-style-type: none">Labs
E. Creating a Report <ul style="list-style-type: none">Select fieldsUse wizardPrint report	<ul style="list-style-type: none">Create a report using a wizard and then print the report		

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Unit: **Querying a Database Using the Select Query Window**

Content Standard: **Creating and entering criteria into a query using simple, compound and multiple tables in a database.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Query <ul style="list-style-type: none"> Select query window Fields in a design grid Run a query Clearing grid 	<ul style="list-style-type: none"> Apply a query to a table in a database 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) 	<ul style="list-style-type: none"> Oral quiz
B. Entering Criteria <ul style="list-style-type: none"> Text data Wildcard Criteria not included in results Number in a criterion Comparison operator 	<ul style="list-style-type: none"> Create a query with different criteria from a table in a database 	<ul style="list-style-type: none"> IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> True/false, multiple choice, and short answer questions Project Labs
C. Compound Criteria <ul style="list-style-type: none"> And criterion Or criterion 	<ul style="list-style-type: none"> Create a query using compound criteria from a table 		
D. Sorting Query <ul style="list-style-type: none"> Run Multiple keys Omitting duplicates 	<ul style="list-style-type: none"> Type a query and sort that query 		
E. Joining Tables	<ul style="list-style-type: none"> Learn to join tables 		
F. Calculated Fields in Query	<ul style="list-style-type: none"> Calculate fields in a query 		
G. Calculating statistics <ul style="list-style-type: none"> Criteria Grouping 	<ul style="list-style-type: none"> Calculate statistics in a query 		

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Unit: **Maintaining a Database using the Design and Update features of Access**

Content Standard: **Modifying data to keep it up to date by adding, changing and deleting records.**

Course Content	Student Performance	Resources	Assessments
<p>A. Adding, Changing, and Deleting Records</p> <ul style="list-style-type: none"> Using a form to add Search a record Update contents Switch views Filter/delete records <p>B. Changing Structure</p> <ul style="list-style-type: none"> Change size Add field Update contents Resize column Update/delete query <p>C. Validation Rules</p> <ul style="list-style-type: none"> Specify a required field Specify a range Specify a default value Specify a collection of legal values Specify a format Save information <p>D. Referential Integrity</p> <p>E. Using Sub-Data Sheets</p> <p>F. Ordering Records</p> <p>G. Creating and Using Indexes</p>	<ul style="list-style-type: none"> Use a table to update records Change attributes of a table in a database Create validation rules for a table in a database Use referential integrity in a database Use sub-data sheets in a database Sort records in a database Create indexes 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs Test-concepts Test-applications <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Apply-your-knowledge activities <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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<ul style="list-style-type: none">• Single-field index• Multiple-field index			
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Unit: **Using a Design Template and Text Slide Layouts to Create a Presentation**

Content Standard: **Creating a slide show presentation using slide layouts and bulleted items.**

Course Content	Student Performance	Resources	Assessments
<p>A. The PowerPoint Window</p> <ul style="list-style-type: none"> Views Placeholders Title Object Scroll bars Menu bar Toolbars <p>B. Design Template</p> <p>C. Creating a Title Slide</p> <ul style="list-style-type: none"> Title Subtitle <p>D. Text Attributes</p> <ul style="list-style-type: none"> Font size Font style Save <p>E. New Slide</p> <ul style="list-style-type: none"> Bulleted list Object placeholder Multi-level list New slide with same layout <p>F. End Slide Show with Black Slide</p> <p>G. Save Presentation</p>	<ul style="list-style-type: none"> Identify the windows and toolbars Select a design template Create titles for a presentation Change attributes of the titles in a presentation Create new slides for the presentation Finish the slide show with a black slide Save a presentation 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs

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Course Content	Student Performance	Resources	Assessments
H. View Presentation <ul style="list-style-type: none"> • Start slide show • Move manually through show • Display popup menu 	<ul style="list-style-type: none"> • Show slide show presentation 		
I. Spell Check Presentation	<ul style="list-style-type: none"> • Spell check the presentation • Change attributes to slide master 		
J. Display in Black and White	<ul style="list-style-type: none"> • Print preview in black and white 		
K. Printing and Saving	<ul style="list-style-type: none"> • Print and save presentation 		

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Unit: **Using Outline View and Clip Art to Create a Slide Show**

Content Standard: **Creating a PowerPoint presentation using clip art and bullets in outline view.**

Course Content	Student Performance	Resources	Assessments
<p>A. Outline View</p> <ul style="list-style-type: none"> Change to outline view Title slide Adding a slide 	<ul style="list-style-type: none"> Type a presentation in outline view 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions
<p>B. Creating Multi-Level Bulleted List</p> <ul style="list-style-type: none"> Subordinate slides Closing slide 	<ul style="list-style-type: none"> Use a multi-level bulleted list slide 	<ul style="list-style-type: none"> IBM compatible computer Microsoft Windows XP and Office 2003 software 	<ul style="list-style-type: none"> Project Labs Test-concepts Test-applications
<p>C. Changing Slide Layout</p> <ul style="list-style-type: none"> Clip Art & text Add clip art Add clip art with a clip art region 	<ul style="list-style-type: none"> Use different slide layouts for the presentation 	<ul style="list-style-type: none"> Student computer data files 	
<p>D. Changing Size and Moving Clip Art</p>	<ul style="list-style-type: none"> Rearrange clip art 		
<p>E. Adding a Header and Footer</p>	<ul style="list-style-type: none"> Add a header and footer to each slide 		<p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Apply-your-knowledge activities
<p>F. Adding Animation Effects</p> <ul style="list-style-type: none"> Slide sorter toolbar Slide transitions Apply animation effects Animating clip art Formatting a title slide Running the slide show 	<ul style="list-style-type: none"> Add animation effects to the slides in the presentation 		<p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places
<p>G. Saving and Printing in Outline View</p>	<ul style="list-style-type: none"> Save and print the outline view of a slide show presentation 		

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Unit: **Desk Top Publishing**

Content Standard: **Creating multiple desktop publishing assignments using all tools learned.**

Course Content	Student Performance	Resources	Assessments
A. Creating Announcements <ul style="list-style-type: none">AdvertisementAnnouncementCertificateInvitation B. Creating a NewsletterC. Fax Cover SheetD. BrochureE. Book CoverF. Business Venture	<ul style="list-style-type: none">Create and type an advertisement, announcement, certificate, newsletter, fax cover sheet, brochure, book cover and a business venture	<ul style="list-style-type: none"><u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)IBM compatible computerMicrosoft Windows XP and Office 2003 softwareStudent computer data filesClip art CDsTeacher generated assignments	<ul style="list-style-type: none">Labs