Business Education Planned Course: Computer Applications I 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 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.
1.1.11E	Write a personal résumé.
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, 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.
3.1.11B	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.
13.2.11B Apply research skills in searching for a job.
13.2.11C Develop and assemble, for career portfolio placement, career acquisition documents.
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 II - Grades 10-12

Unit: Creating a Document with a Table, Chart, and Watermark

Content Standard: Generate formal proposals that contain tables, charts, and watermarks.

Course Content	Student Performance	Resources	Assessments
A. Title Page • Formatting characters • Borders and shading • Web clip art • Vertical centering	• Create an attractive title page for business documents	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer	• Oral quiz • True/false, multiple choice, and short answer questions • Project
B. Inserting Existing Documents into Open Documents • Section breaks • File insertion • Selective printing	• Merge existing documents into current projects to create complete projects	• Microsoft Windows XP and Office 2003 software • Student computer data files	• Labs • Word test
C. Charting a Table • Creating chart from Word table • Changing the chart • Formatting the chart	• Create an appealing table from given statistics, and alter the appearance in various ways		
D. Picture/Custom Bullets	• Alter standard bullets to customized selection		**Remediation** • Review and edit project • Apply-your-knowledge activities
E. Creating a Table • Drawing a table • Entering data • Formatting	• Create simple tables of varying size and appearance		**Enrichment** • Cases and places
F. Watermarks • Creating	• Add visual appeal to a document by placing a watermark on specific pages		

Unit: **Generating Form Letters, Mailing Labels, Envelopes and Directories**

Content Standard: **Learn to process business and personal form letters, labels, and envelopes.**

Course Content	Student Performance	Resources	Assessments
A. Using a Template to Create Letter • Replacing placeholder text • Resizing graphics	• Modify an existing template to create a business letterhead	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Word test
B. Identifying Main Document • Mail merge • Form letters • Creating a data source • Drawing canvas and autoshapes	• Set up a document and source for creating a mail merge		
C. Entering Main Document • Inserting merge fields • Entering the body • Using IF fields • Using fill-in fields	• Create a business form letter with a variety of field types		
D. Merging the Document and Printing the Letters • Selecting records • Sorting records	• Merge the main document and the data source together • Select desired recipients, based on various criteria from the data source		**Remediation** • Review and edit project • Apply-your-knowledge activities
E. Mailing Labels • Creating labels • Adding postal bar codes	• Create mailing labels with postal bar codes from data source		**Enrichment** • Cases and places
F. Addressing Envelopes	• Create envelopes with return addresses and postal bar codes from a data source		
G. Merging Data Records to	• Create appropriate layouts		

Directory	and print directories		

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Unit: C**reating a Professional Newsletter**

Content Standard: **Learn to create professional looking documents such as newsletter and brochures using desktop publishing software.**

Course Content	Student Performance	Resources	Assessments
A. Creating Nameplate • Inserting a WordArt drawing object • Adding ruling lines • Inserting symbols • Inserting floating graphics	• Create a professional quality newsletter nameplate	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Word test **Remediation:** • Review and edit project • Apply-your-knowledge activities **Enrichment:** • Cases and places • Integration case
B. Formatting First Page of Newsletter • Multiple columns • Paragraph justification • Inserting a file • Drop caps • Column/section breaks • Vertical rule • Linking copied items • Page borders	• Enter text using a newsletter layout and features such as justification and drop caps		
C. Creating a Pull-Quote • Text box • Paragraph shading	• Provide graphical emphasis to text in a document		
D. Formatting Second Page of Newsletter • Column formatting • Positioning graphics • Format Painter	• Set up page two of a newsletter with a concise nameplate and similar formatting as page one		
E. Inserting a Diagram • Segments • Format	• Create a diagram within a document with enhanced features		

• Callout			

Unit: **Financial Functions, Data Tables, Amortization Schedules and Hyperlinks**

Content Standard: **Analyze data using recalculation, goal seeking capabilities, and amortization schedules.**

Course Content	Student Performance	Resources	Assessments
A. Outlining and Adding Borders • Formatting cells • Entering loan data	• Add and outline to the loan analysis section	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Excel test **Remediation:** • Review and edit project • Apply-your-knowledge activities **Enrichment:** • Cases and places
B. Creating Cell Names Based on Row Titles • Name command • Define command • Financial formulas • Series	• Create cell names using the name command to refer to related data		
C. Using a Data Table • Creating a percent series • Entering formulas • Defining the data table • Formatting the table	• Create a data table to show answers generated by formulas in which different values have been substituted		
D. Input Value Pointers and Conditional Formatting	• Use conditional formatting to color the background of the cell that agrees with the input cell		
E. Creating an Amortization Schedule • Using the fill handle • Entering formulas • Entering new loan data	• Show the beginning and ending balances and the amount of payment that applies to principal and interest for each year using an amortization schedule		
F. Adding a Hyperlink	• Create a link on a spreadsheet to another file • Protect worksheet cells that		

G. Protecting the Worksheet	should not be changed		

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Unit: **Creating, Sorting, and Querying a Worksheet Database**

Content Standard: **Create a database for business purposes and be able to sort and query it in various ways.**

Course Content	Student Performance	Resources	Assessments
A. Creating Database • Set up • Naming • Entering Records • Data Form	• Utilize Excel to create a worksheet database	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003)	• Oral quiz • True/false, multiple choice, and short answer questions
B. Adding Computational Fields • Calculating percentages • V Lookup	• Utilize function tools to create additional field in the database	• IBM compatible computer • Microsoft Windows XP and Office 2003 software	• Project • Labs
C. Using a Data Form to View/Change Data	• Alter existing data via a data form	• Student computer data files	• Excel test
D. Sorting Database • Ascending • Descending • Multiple field sort	• Reorder the database according to various criteria		
E. Displaying Subtotals • Adding/removing	• Calculate and display subtotals and totals		
F. Finding Records • Computed • Wildcard	• Use various criteria to extract data		**Remediation:** • Review and edit project • Apply-your-knowledge activities
G. Filtering • AutoFilter • Custom criteria • Criteria range • Advanced filter • Extracting records	• Using a variety of methods, extract data based on given criteria		**Enrichment:** • Cases and places
H. Database Functions • DAvergage • DCount	• Utilize formulas to pull statistical data from spreadsheet database		

I. Printing and Saving	- Update/print complete work		

Unit: **Creating Templates and Working with Multiple Worksheets and Workbooks**

Content Standard**: Develop a template and utilize worksheets within a workbook for consolidation purposes.**

Course Content	Student Performance	Resources	Assessments
A. Creating a Template • Setting up a template • Creating formulas	• Create a template and test it utilizing dummy data	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003)	• Oral quiz • True/false, multiple choice, and short answer questions
B. Formatting the Template • Customized format codes	• Format the template to match predetermined specifications	• IBM compatible computer	• Project
C. Creating a Workbook • Drilling an entry • Referencing and copying cells in other worksheets	• Modify the various worksheets and use sheet references	• Microsoft Windows XP and Office 2003 software • Student computer data files	• Labs • Test-concepts • Test-applications
D. Drawing a 3-D Cone Chart • WordArt chart title	• Create a complete chart that illustrates trends shown in the worksheets		
E. Change the Header and Page Formatting	• Modify the page setup		**Remediation:**
F. Page Breaks	• Create deliberate breaks in copy		• Reread project • Review and edit project • Apply-your-knowledge activities
G. Find and Replace	• Alter existing text in a mass update		**Enrichment:** • Cases and places
H. Consolidating Data by Linking Workbooks • Updating links	• Consolidate data from the other worksheets onto a total worksheet using linking		

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Unit: **Reports, Forms and Combo Boxes**

Content Standard: **Create reports, forms, and additional fields within existing databases.**

Course Content	Student Performance	Resources	Assessments
A. Report Creation • Creating queries • Creating reports • Changing properties	• Create a report that includes predetermined fields	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer	• Oral quiz • True/false, multiple choice, and short answer questions • Project
B. Grouping in a Report	• Create a second report with the records arranged within a specified order	• Microsoft Windows XP and Office 2003 software	• Labs • Access test
C. Reviewing Report Design • Modifying controls	• Modify a report to meet predetermined layout specifications	• Student computer data files	
D. Creating and Using Custom Forms • Combo boxes • Modifying forms • Design considerations	• Create an initial form and make modifications to match layout specifications		**Remediation:** • Reread project • Review and edit project • Apply-your-knowledge activities **Enrichment:** • Cases and places

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Unit: **Enhancing Forms with OLE Fields, Hyperlinks, and Subforms**

Content Standard: **Enhance existing forms with advanced information and features.**

Course Content	Student Performance	Resources	Assessments
A. Adding Fields to a Table • Date • Memo • Object Linking and Embedding (OLE) • Hyperlinks	• Modify the design of the table to include new fields	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer	• Oral quiz • True/false, multiple choice, and short answer questions • Project
B. Updating New Fields • Memo Fields • Convert Data to Pictures	• Enter data into the newly created fields	• Microsoft Windows XP and Office 2003 software • Student computer data files	• Labs • Access test
C. Advanced Form Techniques • Subforms • Modifying subforms • Modifying form design • Changing picture size mode • Changing special effects	• Combine data from multiple tables to create a main form with a subform		**Remediation:** • Reread project • Review and edit project • Apply-your-knowledge activities
D. Using Date and Memo Fields in a Query	• Conduct queries utilizing comparison operators on the date and memo fields		**Enrichment:** • Cases and places
E. Compacting a Database	• Remove wasted space from the database via compaction		

Unit: **Creating an application System Using Macros, Wizards, and the Switchboard Manager**

Content Standard: **Create a multi-action switchboard system.**

Course Content	Student Performance	Resources	Assessments
A. Lookup and Input Mask Wizards • Entering data • Using a Lookup Wizard	• Specify how data is entered and how it will be displayed	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Access test **Remediation:** • Reread project • Review and edit project • Apply-your-knowledge activities **Enrichment:** • Cases and places
B. Modifying a Report • Resize, move and add controls	• Modify an existing report to include new controls		
C. Modifying the Form • Changing tab order	• Incorporate new fields into an existing form and alter the layout of the controls		
D. Creating and Using Macros • Adding actions • Saving a macro • Running a macro • Modifying copied macros	• Create, associate and run macros to perform specified actions		
E. Create and Modify a Switchboard	• Create a main switchboard with buttons that lead to other functioning switchboards		

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Unit**: Using Visuals to Enhance a Slide Show**

Content Standard: **Create an impressive presentation using customizable features of PowerPoint**.

Course Content	Student Performance	Resources	Assessments
A. Importing Text Created in Another Application • Opening outline • Changing design templates	• Use text created in other programs to create a new slide show	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • Excel test **Remediation:** • Reread project • Review and edit project • Apply-your-knowledge activities **Enrichment:** • Cases and places
B. Creating a Custom Background • Inserting a picture • Graphical bullets	• Customize background color, texture, shading, and pattern to create an attractive presentation		
C. Creating and Embedding an Organizational Chart • Microsoft Organization chart application • Modifying information • Changing chart style • Formatting the chart	• Create an organization chart to show the structure of related items in an attractive manner • Change attributes of titles in a presentation		
D. Inserting a Table Into a Slide • Creating a table • Formatting a table cell • Formatting a table border and background	• Utilize the table to feature or display information in an easy-to-read, attractive layout		
E. Creating a ClipArt Object	• Utilize the features of PowerPoint to disassemble a ClipArt, modify it, and then regroup the item for use in a show		
F. Adding Slide Transition and Text Animation Effects	• Set appropriate display features for slide viewing		

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Unit: **Modifying Visual Elements and Presentation Formats**

Content Standard: **Create a multimedia presentation using sound, graphic images and custom backgrounds.**

Course Content	Student Performance	Resources	Assessments
A. Using the AutoContent Wizard to Create a Presentation	• Create a presentation utilizing the AutoContent wizard	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003) • IBM compatible computer • Microsoft Windows XP and Office 2003 software • Student computer data files	• Oral quiz • True/false, multiple choice, and short answer questions • Project • Labs • PowerPoint test **Remediation:** • Reread project • Proofread and correct project • Apply-your-knowledge activities **Enrichment:** • Cases and places
B. Customize Presentation Elements • Change Template Color Scheme • Modify the Footer on the Title Master	• Alter presentation elements to reflect predetermined effects		
C. Add a Picture to Create a Custom Background	• Create a custom background using a picture		
D. Creating a WordArt Element • Delete the Text Placeholder • Insert WordArt • Scaling	• Create a customized WordArt within the document		
E. Adding Sound Effects	• Incorporate sound effects in a presentation		
F. Adding a Chart • Insert Chart • Replace sample data	• Create a chart within the presentation to display data		
G. Inserting Files	• Import files from both Word and Excel into the presentation		
H. Adding Hyperlinks	• Create hyperlinks on existing text		
I. Embed Fonts in Presentation	• Save document along with font scheme		
J. Presentation Format • Slide Transition • Timings • Slide Backgrounds	• Record timings for the presentation		
K. Notes • Adding/printing	• Create and print note pages for your presentation		

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Unit: **Creating a Presentation Containing Interactive OLE Documents.**

Content Standard: **Create a slide show containing interactive documents and hidden slides.**

Course Content	Student Performance	Resources	Assessments
A. Customizing an Existing Presentation	• Alter an existing presentation to fit the needs of a new	• Microsoft Office XP Introductory Concepts and Techniques (South-Western Publishing 2003)	• Oral quiz • True/false, multiple choice, and short answer questions
B. Creating a WordArt Object • Scaling	• Create a WordArt object to predetermined specifications	• IBM compatible computer	• Project
C. Adding Special Text Effects • Style • Size • Color	• Alter headings to reflect predetermined effects	• Microsoft Windows XP and Office 2003 software • Student computer data files	• Labs • PowerPoint test
D. Creating an Interactive Document • Action buttons and settings • Hyperlinks	• Add action buttons and hyperlinks to an existing slide show for customization purposes		**Remediation:** • Reread project • Proofread and correct project • Apply-your-knowledge activities
E. Modifying Organization Chart	• Alter an existing organization chart		
F. Editing PowerPoint Table	• Alter an existing table		**Enrichment:** • Cases and places
G. Hiding Slides • Viewing hidden slides	• Mark slides as hidden and run a presentation utilizing these slides		