

NORTHERN YORK COUNTY SCHOOL DISTRICT

PROFESSIONAL COMPUTER APPLICATIONS

7805

2008-2009

Professional Computer Applications

Course Description:	In <i>Professional Computer Applications</i> , students will become proficient with <i>Microsoft Office 2007</i> software. <i>Microsoft Excel</i> will be used to manage finances, work with formulas, charts and graphics, and develop a professional worksheet. <i>Microsoft PowerPoint</i> software will be used to create presentations with text, clip art, and sound; build and modify charts and tables; and to print. <i>Microsoft Publisher</i> will be used to create and edit projects such as brochures with text, clip art images, and Design Gallery objects. A capstone simulation will be completed incorporating all the applications used.
Grade Level:	9 th - 12 th
Length of Course:	Frequency: 6 days per 6 day cycle Duration: 44 minutes Length: Year Credits: 1
Prerequisites:	Proficiency using <i>Microsoft Word</i>
Textbook:	<i>Office 2007 Introductory, Pasewark and Pasewark</i> , Course Technology, Cengage Learning, © 2008.
Expected Level of Achievement	Students will be required to maintain a 70% or better. They will be required to come to class prepared to learn. 93-100% = A 85 – 92% = B 77 – 84% = C 70 – 76% = D Below 70% = F

Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Excel Basics			
Key Learning(s):	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <ul style="list-style-type: none"> ✓ A spreadsheet is a grid of rows and columns in which text, numbers, and the results of calculations are entered. ✓ The purpose of a spreadsheet is to solve problems with numbers. ✓ A worksheet is a computerized spreadsheet while the workbook contains a collection of related worksheets. ✓ A worksheet contains cells, rows, and columns. ✓ Data is entered, edited, and moved using cells, which are intersections of rows and columns. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a spreadsheet? ✓ What is the purpose of a spreadsheet? ✓ What is the difference between a worksheet and a workbook? ✓ What are the parts of a worksheet? ✓ How do you use a worksheet? 			
Vocabulary:	Active Cell Formula Spreadsheet	Active Worksheet Formula Bar Workbook	Cell Range Worksheet	Column Row
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
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<p>VI.</p> <p>3.7.10</p>	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Describe a spreadsheet, worksheet, and workbook.</p> <p>Identify the parts of a worksheet.</p> <p>Match keyboard shortcuts with movements.</p> <p>Explains how a formula bar is used.</p> <p>Complete tutorial exercises on spreadsheet basics.</p> <ul style="list-style-type: none"> ✓ Opening a workbook ✓ Saving a workbook ✓ Moving the active cell ✓ Selecting cells ✓ Entering data ✓ Editing data ✓ Finding and replacing data ✓ Previewing and printing a worksheet ✓ Closing a workbook. <p>Create, modify, store, retrieve, and print projects using various Excel commands.</p> <p>Complete applications using applied skills. Use problem-solving, decision-making, and critical thinking skills to resolve problems in order to master the feature.</p> <ul style="list-style-type: none"> ✓ Develop two numerical problems in the categories of business, career, personal, and school. ✓ Answer questions about selecting ranges using Excel help. <p>Transfer knowledge of features to various document production assignments</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM</p> <p>Lesson Plans</p> <p>Data files</p> <p>Annotated Solutions</p> <p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>
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throughout the course.

- ✓ Complete a capstone simulation integrating and applying all skills learned.

Northern York County School District Curriculum

Course Name:	Professional Computer Applications		
Content:	Changing the Appearance of a Worksheet		
Key Learning(s):	✓ The appearance of a worksheet is changed by using various fonts, font sizes, styles, colors, borders, alignments, and column widths and heights.		
Essential Question(s):	✓ How do you change the appearance of a worksheet?		
Vocabulary:	Alignment Editing Format Painter Style	Autofit Mode Live Preview Theme	Border Font Merge Truncate
Grade Level:	9 th - 12 th		

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Discuss how information is most valuable when it is in a format that is easy to understand.</p> <p>Match format terms with description.</p> <p>Complete tutorial exercises on changing the appearance;</p> <ul style="list-style-type: none"> ✓ Changing column width and row height ✓ Positioning data with alignment, wrapping, rotating, and indenting. ✓ Using fonts, font sizes, styles, colors, and borders. ✓ Designating the number format used for data in a cell. ✓ Using the Format Painter tool. ✓ Applying and clearing cell styles. ✓ Finding and replacing cell formats. <p>Create, modify, store, retrieve, and print application projects using various formatting features.</p> <p>Complete worksheets using applied skills. Use problem-solving, decision-making, and critical thinking skills to resolve problems in order to master the feature.</p> <ul style="list-style-type: none"> ✓ Identify ways to make worksheets easier to understand. ✓ Use the Help feature to research how to save time by using the mini toolbar. <p>Transfer knowledge of features to various document production assignments</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>

throughout the course.

- ✓ Complete a capstone simulation integrating and applying all skills learned.

Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Organizing a Worksheet			
Key Learning(s):	✓ Data should be arranged so that it is easy to locate, read, and interpret.			
Essential Question(s):	✓ How should data be arranged on a worksheet?			
Vocabulary:	Copy Fill Split	Cut Fill Handle Print Area	Paste Freeze Pane Print Title	Page Break Preview Scale
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <p>✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p> <p>D. Utilize computer software to solve specific problems.</p> <p>✓ Apply advanced word processing, database and spreadsheet skills.</p> <p>✓ Describe and demonstrate how two or more software applications can be used to produce an output.</p> <p>✓ Select and apply software designed to meet specific needs.</p>	<p>Match commands to their actions.</p> <p>Complete tutorial exercises on organizing the worksheet:</p> <ul style="list-style-type: none"> ✓ Copying and moving data to other cells ✓ Using drag-and-drop method ✓ Inserting and deleting rows, columns, and cells ✓ Freezing panes ✓ Splitting a window ✓ Checking spelling ✓ Preparing for printing ✓ Inserting footers and headers <p>Create, modify, store, retrieve, and print application projects using various organizing features.</p> <p>Complete spreadsheets using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the feature.</p> <p>✓ Set up a worksheet to record data about a chimpanzee's activities.</p> <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <p>✓ Complete a capstone simulation integrating and applying all skills learned.</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>

Northern York County School District Curriculum

Course Name:	Professional Computer Applications		
Content:	Formulas and Functions		
Key Learning(s):	<ul style="list-style-type: none"> ✓ A formula is the equations used to calculate values in a cell and must begin with an = sign. ✓ A function is a shorthand way to write an equation that performs a calculation. 		
Essential Question(s):	<ul style="list-style-type: none"> ✓ What are formulas? ✓ What are functions? 		
Vocabulary:	Absolute Cell Reference Mixed Cell Reference Order Of Evaluation Function	Formula Operand Relative Cell Reference Formula Bar	Manual Calculation Operator Argument
Grade Level:	9 th - 12 th		

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <p>✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p> <p>D. Utilize computer software to solve specific problems.</p> <p>✓ Apply advanced word processing, database and spreadsheet skills.</p> <p>✓ Describe and demonstrate how two or more software applications can be used to produce an output.</p> <p>✓ Select and apply software designed to meet specific needs.</p>	<p>Explain formula.</p> <p>Discuss steps necessary to display formulas in a worksheet.</p> <p>Match formulas and descriptions of operations performed.</p> <p>Distinguish between relative, absolute, and mixed cell references.</p> <p>Complete tutorial exercises on formulas:</p> <ul style="list-style-type: none"> ✓ Entering and editing formulas ✓ Creating Formulas quickly ✓ Previewing calculations ✓ Showing formulas in a worksheet ✓ Calculating formulas manually <p>Explain the use of functions.</p> <p>Identify the parts of a function.</p> <p>Determine functions and arguments.</p> <p>Complete tutorial exercises on functions:</p> <ul style="list-style-type: none"> ✓ Enter formulas with functions ✓ Use functions to solve math problems ✓ Use functions to solve financial problems ✓ Use logical functions to make decisions ✓ Use functions to insert times and dates in a worksheet ✓ Use text functions to format and work with cell contents. <p>Complete spreadsheets using applied</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>

skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the feature.

- ✓ Create worksheets with formulas.
- ✓ Create worksheets with manual calculations.
- ✓ Create a customer invoice.
- ✓ Create a worksheet comparing three job offers.
- ✓ Use the help feature to find the differences between absolute and relative cell references.
- ✓ Create a worksheet comparing car prices
- ✓ Write an If function for an overextended budget item.

Transfer knowledge of features to various document production assignments throughout the course.

- ✓ Complete a capstone simulation integrating and applying all skills learned.

Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Enhancing Worksheets			
Key Learning(s):	<ul style="list-style-type: none"> ✓ Worksheets can be enhanced by SmartArt graphics, inserting pictures, using templates, and inserting hyperlinks. ✓ Sorting rearranges data in a more meaningful order. ✓ Filtering displays a subset of the data that meets certain criteria and temporarily hides rows not meeting the specified criteria. ✓ Conditional formatting highlights worksheet data by changing the look of cells that meet a specified condition. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ How is a worksheet enhanced? ✓ What is sorting? ✓ What is filtering? ✓ What is conditional formatting? 			
Vocabulary:	Ascending Sort Descending Sort Picture	Autofilter Filter SmartArt Graphics	Comment Hyperlink Sort	Conditional Formatting Object Template
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Compare ascending and descending order.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
3.7.10	Information Technology: Input Technologies: Use input technologies appropriately to enter and manipulate text and data.	Compare and contrast sorting and filtering data.	Assess tutorial exercises	Instructor's CD-ROM
	Science and Technology PA State Standard –Technological Devices	Discuss how comments are used.	Assess review activities	Lesson Plans
	C. Apply basic computer operations and concepts.	Identify categories of SmartArt graphics.	Assess application projects	Data files
	D. Utilize computer software to solve specific problems.	Match terms to descriptions.	Assessment of critical thinking activities	Annotated Solutions
	✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.	Complete tutorial exercises on enhancing the worksheet:	Quizzes and exams	Exam View
	✓ Apply advanced graphic manipulation and desktop publishing techniques.	✓ Sorting data	Assessment of Capstone Simulation	Teacher-prepared worksheets
	✓ Apply advanced word processing, database and spreadsheet skills.	✓ Using AutoFilter		Computers/Software
	✓ Describe and demonstrate how two or more software applications can be used to produce an output.	✓ Apply conditional formatting		Audiovisual Media
	✓ Select and apply software designed to meet specific needs.	✓ Hiding worksheet columns and rows		PowerPoint Presentations
		✓ Inserting shapes		
		✓ Inserting SmartArt graphics		
		✓ Inserting pictures		
		✓ Using a template		
		✓ Inserting a hyperlink		
		✓ Saving a workbook in different file formats		
		✓ Inserting, editing, and deleting comments		
		✓ Using the Research task pane		
		Create, modify, store, retrieve, and print application projects using various enhancement features.		
		Complete spreadsheets using applied skills. Use problem-solving, decision-making and critical thinking skills to re-		

solve problems in order to master the feature.

- ✓ Research a national park using the Research task pane.
- ✓ Locate clip art, format it, and insert into a worksheet.
- ✓ Format a SmartArt graphic to illustrate at least three levels of hierarchy.

Transfer knowledge of features to various assignments throughout the course.

- ✓ Complete a capstone simulation integrating and applying all skills learned.

Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	Multiple Worksheets and Workbooks
Key Learning(s):	✓ A workbook is the file used to store a collection of related worksheets, while a worksheet is a computerized spreadsheet identified by sheet tabs that appear at the bottom of the workbook window.
Essential Question(s):	✓ What is the difference between a workbook and a worksheet?
Vocabulary:	<div>3-D Reference Destination</div> <div>Active Sheet Sheet Tab</div> <div>Source Worksheet Range</div>
	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Compare workbooks and worksheets.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
3.7.10	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Complete tutorial exercises on multiple worksheets and workbooks: <ul style="list-style-type: none"> ✓ Moving between worksheets ✓ Renaming worksheets ✓ Changing sheet tabs color ✓ Repositioning worksheets ✓ Hiding and unhiding worksheets ✓ Inserting and deleting worksheets ✓ Creating cell references 	Assess tutorial exercises Assess review activities Assess application projects Assessment of critical thinking activities	Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View
	<u>Science and Technology PA State Standard</u> –Technological			

	<p>Devices</p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<ul style="list-style-type: none"> ✓ Creating 3-D references ✓ Printing workbooks ✓ Arranging multiple workbooks in the window ✓ Moving and copying worksheets between workbooks. <p>Create, modify, store, retrieve, and print application projects using worksheet options.</p> <p>Complete spreadsheets using applied skills. Use problem-solving, decision-making, and critical thinking skills to resolve problems in order to master the feature.</p> <ul style="list-style-type: none"> ✓ Describe ways to guard against losing important information on a worksheet? ✓ Compare printing options and name a circumstance to use for each option. ✓ Use help to find out how to create an external reference to a cell. <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Working with Charts			
Key Learning(s):	<ul style="list-style-type: none"> ✓ Charts make the data in a worksheet easier to understand by providing a visual picture of the data. ✓ Column, line, pie, and scatter charts can be created in Excel. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is the purpose of charting worksheet data? ✓ What types of charts can be created in Excel? 			
Vocabulary:	Axis Pie Chart Plot Area Data Source	Chart Scatter Chart Data Label	Legend Selection Box Data Marker	Line Chart Sizing Handles Data Series
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Identify the purpose of charting worksheet data.</p> <p>Identify the types of charts you can create in Excel.</p> <p>After reading scenarios, determine the best chart type to illustrate the data.</p> <p>Complete tutorial exercises on working with charts</p> <ul style="list-style-type: none"> ✓ Moving charts ✓ Updating data sources ✓ Selecting chart elements ✓ Choosing a chart layout and styles ✓ Display or hide chart elements ✓ Designing charts ✓ Formatting and modifying charts ✓ Editing and formatting chart text ✓ Changing the chart types. ✓ Clearing formatting. <p>Create charts using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the feature.</p> <ul style="list-style-type: none"> ✓ Pie chart ✓ Scatter chart ✓ Clustered column chart ✓ 2-d line charts <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasework and Pasework , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>

Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	PowerPoint Basics			
Key Learning(s):	<ul style="list-style-type: none"> ✓ PowerPoint is a program used to create professional presentations. ✓ Presentations can include text, drawn graphics, clipart, photographs, tables, and charts. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a PowerPoint? ✓ What features can a presentation include? 			
Vocabulary:	Animation Slide Sorter View Transition	Layout Status Bar Task Pane	Slide Layout Thumbnails Tab	Side Pane Title Bar
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Identify the elements of the PowerPoint window.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
3.7.10	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Complete tutorial exercises on PowerPoint basics.	Assess tutorial exercises	Instructor's CD-ROM
	<u>Science and Technology PA State Standard</u> –Technological Devices	<ul style="list-style-type: none"> ✓ Starting PowerPoint ✓ Opening existing presentations ✓ Saving presentations ✓ Navigating through presentations ✓ Changing views ✓ Using the slides and outline abs ✓ Using the ribbon 	Assess review activities	Lesson Plans
	C. Apply basic computer opera-		Assess application projects	Data files
			Assessment of critical thinking activities	Annotated Solutions
				Exam View

	<p>tions and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<ul style="list-style-type: none"> ✓ Using the slide pane and notes pane ✓ Changing the layout ✓ Deleting a slide ✓ Print a presentation ✓ Exiting PowerPoint <p>Create, modify, store, retrieve, and print PowerPoint application projects using various features.</p> <p>Complete PowerPoint projects using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	PowerPoint—Creating and Enhancing Presentations			
Key Learning(s):	<ul style="list-style-type: none"> ✓ Presentations can be enhanced by using various themes, fonts, colors, layouts, and inserting graphics. ✓ Templates are presentations formatted with certain themes, graphics, color, fonts, and layouts. ✓ The advantage of using a template is that it is easier and less time consuming than starting with a blank document. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ How can presentations be enhanced? ✓ What is a template? ✓ What is the advantage of using a template? 			
Vocabulary:	Animation Hyperlink Slide Master	Blank Presentation Motion Paths Slide Transitions	Design Template Notes Master Handout Master	Effect Options Place Holder
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Identify the elements of the PowerPoint window.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning Instructor's CD-ROM Lesson Plans Data files Annotated Solutions
3.7.10	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Complete tutorial exercises on PowerPoint enhancements. <ul style="list-style-type: none"> ✓ Creating presentations ✓ Inserting headers and footers ✓ Applying themes ✓ Using the Slide Master ✓ Using the Notes and Handout Master 	Assess tutorial exercises Assess review activities Assess application projects Assessment of critical thinking	
	<u>Science and Technology PA State Standard –Technological Devices</u>			

	<p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<ul style="list-style-type: none"> ✓ Editing pictures ✓ Adding slides ✓ Finding and replacing text ✓ Adding text to slides ✓ Adding notes to slides ✓ Changing text alignment, spacing, case, and tabs ✓ Working with bullets ✓ Changing font attributes ✓ Checking spelling, style, and usage ✓ Formatting slides ✓ Adding clip arts and sounds to slides ✓ Inserting hyperlinks ✓ Applying custom animation ✓ Applying slide transitions <p>Create, modify, store, retrieve, and print PowerPoint application projects using various features.</p> <p>Complete PowerPoint projects using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	PowerPoint Visual Elements
Key Learning(s):	<ul style="list-style-type: none"> ✓ Graphics are a more powerful way to visually convey information about flow, sequence, process, and organization. ✓ The seven categories of SmartArt graphics are List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid. ✓ An organization chart shows the hierarchical structure and relationships within an organization.
Essential Question(s):	<ul style="list-style-type: none"> ✓ Why are graphics sometimes better than text to present information? ✓ What are the seven categories of SmartArt Graphics? ✓ What is an organizational chart?
Vocabulary:	<div style="display: flex; justify-content: space-between; padding: 0;"> <div>Adjustment Handle Datasheet Rotate Handle WordArt</div> <div>Cell Grouping Row</div> <div>Chart Handle SmartArt Graphic</div> <div>Column Organization Chart Table</div> </div>
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Identify the seven categories of SmartArt. Explain the use of an organizational chart. Discuss how to use tables to keep track of inventory, sales, and members. Discuss creating a log and brochure for a business.	Observe techniques and procedures and provide feedback. Assess tutorial exercises Assess review activities Assess application projects	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning Instructor's CD-ROM Lesson Plans Data files
3.7.10	<u>Information Technology: Input Technologies: Use input technologies appropriately to enter and manipulate text and data.</u> <u>Science and Technology PA State</u>			

	<p><u>Standard</u> –Technological Devices</p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Complete tutorial exercises on PowerPoint graphics.</p> <ul style="list-style-type: none"> ✓ Inserting SmartArt graphics ✓ Converting text to graphics ✓ Adding and formatting organization charts ✓ Entering text into a SmartArt graphic ✓ Creating and formatting WordArt ✓ Building and formatting charts ✓ Creating a table ✓ Modifying a table's style and layout ✓ Drawing, selecting, manipulating, and formatting objects ✓ Scaling and sizing an object ✓ Copying, moving, and grouping objects ✓ Creating text boxes on shapes ✓ Animating shapes ✓ Ordering visual elements on a slide ✓ Inserting objects on a slide ✓ Adding a header or footer <p>Create, modify, store, retrieve, and print PowerPoint application projects using various SmartArt graphics.</p> <p>Complete PowerPoint projects using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <ul style="list-style-type: none"> ✓ Create a school's organizational chart. ✓ Research topics and present information in PowerPoint form. ✓ Create a presentation on a business the student wants to start. <p>Transfer knowledge of features to various</p>	<p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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		assignments throughout the course. ✓ Complete a capstone simulation integrating and applying all skills learned.		
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	PowerPoint Integration
Key Learning(s):	✓ Integration is used by transferring data from various software programs and incorporating it into a PowerPoint presentation.
Essential Question(s):	✓ How is integration used in PowerPoint presentations?
Vocabulary:	<div style="display: flex; justify-content: space-between;"> <div> Action Button Document Inspector Grid Package for CD </div> <div> Comment Document Properties Guides Snap To Source File </div> <div> Custom Show Embed Link </div> <div> Destination File, Format Painter Linked Object </div> </div>
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Recognize terms used with integration.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Discuss situations requiring annotation of a show.	Assess tutorial exercises	
		Discuss when to create a Layout Master.	Assess review activities	
3.7.10	<u>Science and Technology PA State Standard</u> –Technological Devices	Complete tutorial exercises on PowerPoint integration.	Assess application projects	Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View
	C. Apply basic computer opera-	✓ Integrating with other programs ✓ Creating a new master ✓ Formatting text and objects	Assessment of critical thinking activities	

	<p>tions and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<ul style="list-style-type: none"> ✓ Aligning text and pictures ✓ Inserting comments ✓ Setting up a slide show ✓ Packaging a presentation ✓ Saving to view on Web ✓ Sending via E-mail ✓ Creating output <p>Create, modify, store, retrieve, and print PowerPoint application projects using various features.</p> <p>Complete PowerPoint presentations using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <ul style="list-style-type: none"> ✓ Presentations using embedding, formatting, layout, and themes. ✓ Create a custom slide show to be published on the Web. <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	Publisher Basics
Key Learning(s):	<ul style="list-style-type: none"> ✓ Publisher is used to create publications such as newsletters, brochures, business cards, and restaurant menus. ✓ Templates are predesigned layouts used to create professional-looking documents. ✓ A business information set is a collection of information about an individual stored to be used with templates.
Essential Question(s):	<ul style="list-style-type: none"> ✓ Why use Publisher software? ✓ What are templates? ✓ What is a business information set?
Vocabulary:	<div style="display: flex; justify-content: space-between; padding: 5px;"> Business Information Set Publication Types List Design Gallery Object Task Pane Design Checker Template Logo </div>
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Describe items created using Publisher.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Identify the categories of functions found in the task panes.	Assess tutorial exercises	
		Discuss the benefits of using clip art.	Assess review activities	
3.7.10	<u>Science and Technology PA State Standard</u> –Technological Devices	Discuss what features would be used to create a company logo.	Assess application projects	Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View
		Discuss what gets a person's attention	Assessment of critical thinking activities	

	<p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>when reading a sales paper.</p> <p>Complete Tutorial Exercises On Publisher Basics.</p> <ul style="list-style-type: none"> ✓ Starting the program ✓ Choosing a template ✓ Creating a business information set ✓ Saving a publication ✓ Modifying a publication ✓ Inserting a design gallery object ✓ Using the design checker ✓ Printing a publication ✓ Closing a publication <p>Create, modify, store, retrieve, and print Publisher application projects using various features.</p> <p>Complete publications using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <ul style="list-style-type: none"> ✓ Run Design Checker to edit a gift certificate and explain why errors occurred. ✓ Create a birthday card with a personalized message. <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	Enhancing Publisher Documents
Key Learning(s):	✓ Enhancing a project with personalized features creates attractive, professional-looking publications to meet personal needs of a business, person, or school.
Essential Question(s):	✓ Why enhance a predesigned template?
Vocabulary:	Content Library Layout Guides Master Page Object Page Navigator Panel Heading
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i>	Identify the various types of layout guides used in positioning objects.	Observe techniques and procedures and provide feedback.	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning
3.7.10	<u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.	Explain how to create your own guides.	Assess tutorial exercises	Instructor's CD-ROM
	<u>Science and Technology PA State Standard –Technological Devices</u>	Discuss how to use Master Pages.	Assess review activities	Lesson Plans
	C. Apply basic computer operations and concepts.	Discuss when to create a Layout Master.	Assess application projects	Data files
		Review professional publications and determine where guides may have been used, what types of shapes were used, and if text was entered inside shapes.	Assessment of critical thinking activities	Annotated Solutions
			Quizzes and exams	Exam View
				Teacher-prepared worksheets

	<ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced graphic manipulation and desktop publishing techniques. ✓ Apply basic multimedia applications. ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Complete Tutorial Exercises On Publisher features.</p> <ul style="list-style-type: none"> ✓ Entering text ✓ Inserting Pictures ✓ Working with Objects ✓ Using the Content Library ✓ Inserting text from a Word Document ✓ Using Find and Replace ✓ Checking spelling <p>Create, modify, store, retrieve, and print Publisher application projects using various features.</p> <p>Complete publications using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the features.</p> <ul style="list-style-type: none"> ✓ Create vertical and horizontal guides. ✓ Format, align, and arrange AutoShapes; group them; and add to the Content Library. ✓ Create paper airplanes and folding projects from Publisher templates. <p>Transfer knowledge of features to various assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Assessment of Capstone Simulation</p>	<p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Access Basics			
Key Learning(s):	<ul style="list-style-type: none"> ✓ A DBMS is a program that allows a person to store, retrieve, analyze, and print information, which can be manual or computerized. ✓ A computerized DBMS is much faster, more flexible, more accurate, more efficient, and more cost effective than using file folders. ✓ A record is a complete set of data made up of one or more fields. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a database management system? ✓ What is the advantage of using a computerized DBMS? ✓ What is a record? 			
Vocabulary:	Best Fit Data Sheet Field Name Record	Compacting Datasheet Selector Field Selector Record Selector	Database Datasheet View Field Value	Database Management System Field Navigation Pane
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <p>✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p> <p>D. Utilize computer software to solve specific problems.</p> <p>✓ Apply advanced word processing, database and spreadsheet skills.</p> <p>✓ Describe and demonstrate how two or more software applications can be used to produce an output.</p> <p>✓ Select and apply software designed to meet specific needs.</p>	<p>Explain the meaning of common database terminology.</p> <p>Explain the purposes, functions, and common features of database software.</p> <p>Explain what a database management system is and for what it is used.</p> <p>Identify the six types of objects found in a database collection.</p> <p>Identify the parts of the Access screen.</p> <p>Identify the purpose of the Navigation Pane.</p> <p>Complete tutorial exercises on Access basics:</p> <ul style="list-style-type: none"> ✓ Starting Access ✓ Opening a database and an object ✓ Navigating a datasheet ✓ Editing records ✓ Selecting records and fields ✓ Deleting records ✓ Cutting, copying, and pasting data ✓ Changing datasheet layout ✓ Previewing and printing a table ✓ Saving and Closing Objects ✓ Compacting and Repairing a Database ✓ Closing and Exiting Access <p>Complete database applications using applied skills. Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>

		<p>application.</p> <ul style="list-style-type: none">✓ Open, edit, print, and close datasheets.✓ Format datasheet by changing row height, column width, column locations and background color, by moving fields, freezing columns, and resizing columns. <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <ul style="list-style-type: none">✓ Complete a capstone simulation integrating and applying all skills learned.		
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Creating a Database			
Key Learning(s):	<ul style="list-style-type: none"> ✓ The first step in creating a database is to create the file that will store the database objects. ✓ To create a database, you can use an Access template with objects or use a Blank Database Template with no objects in it. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is the first step in creating a database? ✓ What can you use to create a database? 			
Vocabulary:	Alphanumeric Data Default Value Property Field Properties Pane Primary Key	AutoNumber Description Property Field Property Required Property	Blank Database Template Design Grid Field Size Property Template	Data Type Design View Format Property
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i> <u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and	Give examples of simple databases. Identify icons and screens used in creating a database. Match data types to their descriptions.	Observe techniques and procedures and provide feedback. Assess tutorial exercises Assess review activities	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning Instructor's CD-ROM Lesson Plans

3.7.10	<p>data.</p> <p><u>Science and Technology PA State Standard</u> –Technological Devices</p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>Discuss when to use an Access database template and a Blank Database template.</p> <p>Discuss data types and possible way to use all 11 data types.</p> <p>Discuss what types of properties are used in various on-line forms.</p> <p>Complete tutorial exercises on creating databases.</p> <ul style="list-style-type: none"> ✓ Creating a database ✓ Creating and saving a table ✓ Designing a table ✓ Setting a field's data type. ✓ Working in design view ✓ Setting and changing field properties in design view <p>Complete database applications using applied skills.</p> <p>Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the application.</p> <ul style="list-style-type: none"> ✓ Create and design a table with personal or classroom contact information. ✓ Research how to use an input mask. <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Data files</p> <p>Annotated Solutions</p> <p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications			
Content:	Creating Queries			
Key Learning(s):	<ul style="list-style-type: none"> ✓ A query is a database object that lets the user ask the database about the data it contains. ✓ A condition is a way of telling the query which data the user is interested in seeing such as for a certain date or Zip code. ✓ Queries are based on tables. 			
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a query? ✓ How are conditions or criterion used with a query? ✓ On what are queries based? 			
Vocabulary:	Condition Matching Field Referential Integrity Common Field	Criteria Or Operator Relationship Expression	Detail Query Primary Table Foreign Key Calculated Field	Filter Query Join Line Run
Grade Level:	9 th - 12 th			

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <p>✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p> <p>D. Utilize computer software to solve specific problems.</p> <p>✓ Apply advanced word processing, database and spreadsheet skills.</p> <p>✓ Describe and demonstrate how two or more software applications can be used to produce an output.</p> <p>✓ Select and apply software designed to meet specific needs.</p>	<p>Discuss ways Access could be used at home, work, and school.</p> <p>Complete tutorial exercises on creating queries.</p> <p>✓ Creating a query using a Wizard</p> <p>✓ Sorting and filtering data in a datasheet</p> <p>✓ Creating a query in Design view</p> <p>✓ Creating relationships in a database</p> <p>✓ Creating a table based on more than one table</p> <p>✓ Using operators in a condition in a query</p> <p>✓ Calculating data using a query</p> <p>Complete query and relationships application projects using applied skills.</p> <p>Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the application.</p> <p>✓ Create a query to locate prospective homes for clients of a realtor.</p> <p>✓ Use the Help system to research Referential Integrity.</p> <p>✓ Explore and use the Find Unmatched Query Wizard.</p> <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <p>✓ Complete a capstone simulation integrating and applying all skills learned.</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM</p> <p>Lesson Plans</p> <p>Data files</p> <p>Annotated Solutions</p> <p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>

Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	Creating & Modifying Forms
Key Learning(s):	<ul style="list-style-type: none"> ✓ A form is a database object that displays data from one or more tables or queries in a format that has a similar appearance to a paper form. ✓ A record source is the tables or queries containing the data used in a form. ✓ Tools used in Access to create forms are Form Tool, Split Form Tool, Multiple Item Tool, and Form Wizard.
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a form? ✓ What is a record source? ✓ What are types of tools used to create forms?
Vocabulary:	<div style="display: flex; justify-content: space-between; padding: 0;"> <div>Control Detail Section Split Form Tool</div> <div>Find Field List Pane Unbound Control</div> <div>Form Record Source Form View</div> <div>Control Bound Control Layout View</div> </div>
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i> <u>Information Technology: Input Technologies:</u> Use input technologies appropriately to	Explain how a form is used in a database. Discuss the advantages of using Access forms for data. Identify the various types of Form tools	Observe techniques and procedures and provide feedback. Assess tutorial exercises Assess review activities	Textbook: <i>Microsoft Office 2007 Introductory</i> , Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning Instructor's CD-ROM

3.7.10	<p>enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard</u> –Technological Devices</p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>and describe their uses.</p> <p>Complete tutorial exercises on Access basics:</p> <ul style="list-style-type: none"> ✓ Creating a Form using different form tools ✓ Creating a form using the Form Wizard ✓ Navigating records using a form ✓ Using a form to find and replace data ✓ Using a form to update and delete data ✓ Creating and modifying a form in Layout View ✓ Resizing and Moving controls in a form ✓ Adding an unbound control to a form in design view ✓ Previewing and printing a form. <p>Complete database applications projects creating forms.</p> <p>Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the application.</p> <ul style="list-style-type: none"> ✓ Design a form to register for classes that includes both bound and unbound controls. ✓ Brainstorm situations where a principal of a school would want to create a form in Layout View. <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Lesson Plans</p> <p>Data files</p> <p>Annotated Solutions</p> <p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications		
Content:	Creating and Modifying Reports		
Key Learning(s):	<ul style="list-style-type: none"> ✓ A report is a database object that display data from one or more tables or queries in a form that has an appearance similar to a printed report. ✓ Reports can be used to create formatted lists of information or to summarize information in different ways, or to print form letters and mailing labels. ✓ The report tool creates a simple report that includes all the fields in the selected table or query, uses a simple columnar format, and includes a title with the same name as the record source. 		
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is a report? ✓ What are some ways to use reports? ✓ What does the Report tool do? 		
Vocabulary:	Grouping Level Print Preview Report Selector	Label Wizard Read Only Report Tool	Line Tool Report Report Wizard
Grade Level:	9 th - 12 th		

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI. 3.7.10	<p><i>National Standards for Business Education</i></p> <p><u>Information Technology: Input Technologies:</u> Use input technologies appropriately to enter and manipulate text and data.</p> <p><u>Science and Technology PA State Standard –Technological Devices</u></p> <p>C. Apply basic computer operations and concepts.</p> <p>✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p> <p>D. Utilize computer software to solve specific problems.</p> <p>✓ Apply advanced word processing, database and spreadsheet skills.</p> <p>✓ Describe and demonstrate how two or more software applications can be used to produce an output.</p> <p>✓ Select and apply software designed to meet specific</p>	<p>Discuss the purpose of using reports.</p> <p>Discuss what type of report would be used in managing the business of a rock band.</p> <p>Brainstorm ways to use labels in daily home and school life.</p> <p>Name situations when adding a picture to a report would be helpful.</p> <p>Complete tutorial exercises on creating and modifying reports.</p> <p>✓ Creating a report using the Report tool</p> <p>✓ Creating a report using the Label Wizard</p> <p>✓ Creating a report using the Report Wizard</p> <p>✓ Modifying a report in Layout view.</p> <p>✓ Modify a report in Design view.</p> <p>✓ Adding line, labels, and pictures to a report.</p> <p>✓ Moving a control in a report.</p> <p>✓ Setting a report's properties.</p> <p>Complete database applications projects creating and modifying reports.</p> <p>Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the application.</p> <p>✓ Modify a database to change how the label control prints.</p> <p>✓ Create a record source and print labels for personal use.</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p> <p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM</p> <p>Lesson Plans</p> <p>Data files</p> <p>Annotated Solutions</p> <p>Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media</p> <p>PowerPoint Presentations</p>

	needs.	<p>Transfer knowledge of features to various document production assignments throughout the course.</p> <p>✓ Complete a capstone simulation integrating and applying all skills learned.</p>		
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Northern York County School District Curriculum

Course Name:	Professional Computer Applications
Content:	Integrating Access
Key Learning(s):	<ul style="list-style-type: none"> ✓ When database data is saved in another file format, it is called exporting; when data is added that is stored in a different file format, it is called importing. ✓ A form letter is a document that includes codes that print information from a data source.
Essential Question(s):	<ul style="list-style-type: none"> ✓ What is the difference between importing and exporting data? ✓ What is a form letter?
Vocabulary:	<div style="display: flex; justify-content: space-between;"> <div>Comma-Separated Values Delimiter Import</div> <div>Data Source Export Main document</div> <div>Delimited Data Form Letter Merge Field</div> </div>
Grade Level:	9 th - 12 th

Number	Standard/Benchmark	Student Learning Experiences	Procedures for Assessment	Resources
VI.	<i>National Standards for Business Education</i> <u>Information Technology:</u> Use input technologies appropriately to enter and manipulate text and data.	<p>Compare importing and exporting data.</p> <p>Discuss circumstances when it would be necessary to export a database to an HTML (web page) format.</p> <p>Discuss what a form letter would look like to announce the birth of a new animal</p>	<p>Observe techniques and procedures and provide feedback.</p> <p>Assess tutorial exercises</p> <p>Assess review activities</p> <p>Assess application projects</p>	<p>Textbook: <i>Microsoft Office 2007 Introductory</i>, Pasewark and Pasewark , ©2008, Course Technology, Cengage Learning</p> <p>Instructor's CD-ROM Lesson Plans Data files</p>

3.7.10	<p><u>Science and Technology PA State Standard</u> –Technological Devices</p> <p>C. Apply basic computer operations and concepts.</p> <ul style="list-style-type: none"> ✓ Apply touch keyboarding skills and techniques at expectable speed and accuracy. <p>D. Utilize computer software to solve specific problems.</p> <ul style="list-style-type: none"> ✓ Apply advanced word processing, database and spreadsheet skills. ✓ Describe and demonstrate how two or more software applications can be used to produce an output. ✓ Select and apply software designed to meet specific needs. 	<p>at the zoo. Decided what types of filters would be needed regarding the recipient list.</p> <p>Complete tutorial exercises on integrating Access.</p> <ul style="list-style-type: none"> ✓ Importing data from other Office programs ✓ Exporting data from a database to other Office programs. ✓ Creating form letters. ✓ Merging a form letter with a data source. ✓ Editing a data source to print specific form letters. <p>Complete database applications projects integrating various data from other Office software programs using applied skills.</p> <p>Use problem-solving, decision-making and critical thinking skills to resolve problems in order to master the application.</p> <ul style="list-style-type: none"> ✓ Use the Help system to learn how to merge records from a data source with e-mail messages. ✓ Create a database, import data, and create two new tables then export data to an Excel workbook. <p>Transfer knowledge of features to various document production assignments throughout the course.</p> <ul style="list-style-type: none"> ✓ Complete a capstone simulation integrating and applying all skills learned. 	<p>Assessment of critical thinking activities</p> <p>Quizzes and exams</p> <p>Assessment of Capstone Simulation</p>	<p>Annotated Solutions Exam View</p> <p>Teacher-prepared worksheets</p> <p>Computers/Software</p> <p>Audiovisual Media PowerPoint Presentations</p>
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