

Business Curriculum

Building: CHS Course: Advanced Computer Applications 2				
Competency Group: computer skills, Microsoft Access, PowerPoint, Publisher				
Competency Description: Create presentations and , design electronic books using PowerPoint. Students will also learn the basics of database using Access. Students will also design business cards, brochures and more using the presentation software Publisher. The class will prepare students to use databases, presentation and publishing software for use in college and at work.				
Measurable Learner Objective	Integrated Skills/ Crosscutting	DOK	Unit	Instructional Strategies/Student Activities/ Resources
Copyrighting Cybersecurity Fake News Social Media	Technology, ethics, critical thinking, collaboration	2 - Skill/Concept	Digital Citizenship	Online textbook and teacher generated materials and lessons, Students will work in groups to complete a project on the topics.
Creating an Access database creating tables customize data types Access terminology	Technology, critical thinking, communication, collaboration	3 - Extending Thinking	Access Chapter 1	Online textbook and teacher generated materials and lessons. Design a table on a topic of their choice (set all properties), describe your table to a partner and justify the properties set.
Using design view Data validation creating relationships	Technology, critical thinking, collaboration	2 - Skill/concept	Access Chapter 2	Exercises in the online textbook Matching game to engrain terms

Business Curriculum

<p>Creating queries Using queries establishing criteria adding formulas to queries</p>	<p>Technology, critical thinking, Math</p>	<p>2 - Skill/concept</p>	<p>Access Chapter 3</p>	<p>Exercises in the online textbook</p>
<p>Creating Forms Using Forms to enter data printing forms Organizing tab order adding a calculated field</p>	<p>Technology, critical thinking</p>	<p>2 - Skill/concept</p>	<p>Access Chapter 4</p>	<p>Exercises will be teacher lead and projects will be completed by students. Both are from the online textbook. Students will receive an evaluation report that they can use to make corrections to the projects.</p>
<p>Creating Reports using wizard and design view Creating reports based on tables or queries Formatting reports for appropriate Use Use report view and layout view</p>	<p>Technology, critical thinking</p>	<p>2 - Skill/concept</p>	<p>Access Chapter 4</p>	<p>Exercises will be teacher lead and projects will be completed by students. Both are from the online textbook. Students will receive an evaluation report that they can use to make corrections to the projects.</p>
<p>Illustration with pictures Customizing graphics</p>	<p>Technology, critical thinking</p>	<p>2 - Skill/concept</p>	<p>PowerPoint Chapter 2</p>	<p>Exercises will be teacher lead and projects will be completed by students. Both are from the online textbook. Students will receive an evaluation report that they can use to make corrections to the projects and resubmit it.</p>

Business Curriculum

<p>Preparing a presentation for delivery Using a slide presentation giving a presentation using a PowerPoint to support your presentation.</p>	<p>Technology, Communications Arts, Creativity, Critical Thinking</p>	<p>4 - Extended thinking</p>	<p>PowerPoint Chapter 3</p>	<p>Students will create a presentation on a controversial topic of their choice. Although it may be obvious their personal opinion, they must also present the arguments from the other side. A formal presentation is required and scored based on scoring guide.</p>
<p>record narration save as video set timings</p>	<p>Technology, Communication Arts, Art, World Languages, collaboration</p>	<p>4 - Extended thinking</p>	<p>PowerPoint final project</p>	<p>Students in groups of 2 will create an electronic children’s book. They will do the illustrations, narrations, timings and save as a video. Students are given the option to narrate it in English or another language. They also have access to all technology in classroom</p>
<p>Creating Publications Editing Publication Investigating the types of publications that work well on Publisher</p>	<p>Technology, creativity, critical thinking</p>	<p>2 - Skill/ Concepts</p>	<p>Publications - Introduction</p>	<p>Teacher lead examples and instruction on creating and editing documents. Students will demonstrate their understanding by completing projects using a topic of their choice.</p>
<p>Using templates to create publications</p>	<p>Technology, critical thinking</p>	<p>2 - Skill/Concepts</p>	<p>Publications - Templates</p>	<p>Teacher created projects for students to create using a variety of templates.</p>

Business Curriculum

<p>Printing publications Publishing Publications effectively printing on various printers printing on various paper sizes and types</p>	<p>Technology, critical thinking</p>	<p>2 Skill/ Concept</p>	<p>Publications - Printing</p>	<p>Teacher will demonstrate how to choose different printers and how to set the paper size and type for that printer. We will also visit different printers in the building including the poster printer.</p>
<p>Integrating software programs</p>	<p>collaboration, critical thinking, communication, creativity</p>	<p>2 Skill/ Concept</p>	<p>final comprehensive project</p>	<p>Students will work in pairs to complete an integrated software projects based on a business using the Internet, Word, Excel, Publisher, PowerPoint and Access.</p>