

Business Curriculum

Building: CHS Course: Advanced Computer Applications 1				
Competency Group: Computer Skills, Microsoft Word and Excel				
Competency Description: Improving your skills in Word and Excel will make you more efficient in high school, college and the workplace, Excel is currently in high demand in the workplace, and it is used in many college majors from business to engineering. We will format reports using the reference tab so you will be more prepared to format those research papers at the high school and college level. To earn 67 dual credit with SEMO, the student will have to complete both Advanced Computer Applications 1 and Advanced Computer Applications 2. (They do not need to complete both courses in consecutive order). This class is highly recommended by the English department for juniors in preparation of their research paper.				
Measurable Learner Objective	Integrated Skills/ Crosscutting	DOK	Unit	Instructional Strategies/Student Activities/ Resources
Overview of Microsoft Windows	critical thinking, technology	skill/concept (2)	Introduction	Teacher lead demonstration and student discussion on versions used, tools love and hate
Creating a new Word document Editing a document	communication, writing, critical thinking	skill/concept (2)	Chapter 1	As a quick review from the basic Computer Apps class, students will complete only the end of chapter projects as a review.
Formatting Word documents Customizing documents	critical thinking	skill/concept (2)	Chapter 2	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading

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Working with reports and multi page Word documents		skill/concept (2)	Chapter 3	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading
designing and using tables in Word Applying columns to documents customizing columns Adding graphics to documents customizing graphics using the picture tools	Critical thinking,	skill/concept (2)	Chapter 4	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading.
Mailmerge labels form letters	collaboration, creativity, communication	Extended Thinking (4)	Mailmerge Unit	Students will create a database of addresses of 5 people they plan to invite to graduation. Use Mailmerge to create address labels. In groups of 2, students will create a Madlib story using mailmerge. Instructions on Moodle.
Creating workbooks in Excel Editing workbooks	Critical thinking, technology	skill/concept (2)	Excel Chapter 1	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading.
Entering formulas Applying functions	Math, collaboration, critical thinking	skill/concept (2)	Excel Chapter 1	Complete assignments in online textbook, read the grading report on the

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Using advanced function				projects, make corrections and resubmit for grading. Work with a partner on reviewing Math that will be used for functions.
Importing tables Creating tables Sorting tables Filtering tables Applying conditional formatting	critical thinking, collaboration	skill/concept (2)	Chapter 2	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading. Students will discuss with a classmate when these skills would come in handy.
Selecting Data to graph Reading and analyzing graphs Customizing Graphs	critical thinking, communication	skill/concept (2) (3)	Chapter 3	Complete assignments in online textbook, read the grading report on the projects, make corrections and resubmit for grading. Part of those assignments will be composing a document telling what they learned from the charts.
pivot tables pivot charts	Collaboration, critical thinking	Skill/critical thinking, extended thinking (2) and (3)	Excel Pivot tables and charts	Complete assignments Pivot project created by the college professor. Pairs of students will analyze what the tables and charts tell based on the settings.
Advanced Functions	Math, Critical thinking	Extended thinking (4)	Advanced Excel Functions Unit	Complete teacher created projects on advanced functions and Math

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				worksheets to make the connection between these functions and Math.
Outline Subtotals Grouping	Math, Critical thinking	Extended thinking (4)	Grouping and Outlining Unit	Students will complete the Grouping and Subtotals project created by the teacher..