

Course Framework

<p>Course Title</p> <p>Grade Level</p> <p>Semesters (1-2-3-4)</p> <p>Prerequisite</p>	<p>Computer II</p> <p>9-12</p> <p>1</p> <p>Computer I</p>
<p>Course Description (should come directly from Program of Study or other published document)</p>	<p>This semester course further explores the way computer can be utilized in the world of work and business. Microsoft Office Professional will be the main software used for this course. This package included word processing (Word), database (Access), spreadsheet (Excel), and presentation software (PowerPoint).</p> <p>Other areas of emphasis include increasing speed and accuracy in keyboarding and writing projects, reports, letters, tables, and other business documents. Integration of these activities will be explored. Students learn problem-solving techniques and organizational methods through simulated job activities.</p>
<p>District-approved Materials and/or Resources</p>	<p>Software –</p> <ul style="list-style-type: none"> - Microsoft Office 2003 - Mavis Beacon Typing, Mindscape, 1997 - MicroPace Pro, South Western Publishing, 1997 <p>Text Books –</p> <ul style="list-style-type: none"> - Microsoft Office 2003 - Triple-Controlled Timed Writings (south-western) - Keyboarding and Information Processing (south-western)

Unit Frameworks

<p>Unit of Study: major topics</p>	<p>Microsoft Word</p>	<p>Resources that will support instruction</p> <ul style="list-style-type: none"> - Internet - Microsoft Office 2003 - All Text Books - Teacher supplemental worksheets - The School Store - Various News Paper clippings
<p>Illinois Learning Standards, Benchmarks, National Standards Assessment Frameworks, or other standards that will be taught in this unit</p>	<p>1.B.I.2 – Relate reading with information from other sources (e.g., prior knowledge, personal experience, other reading) using a variety of strategies.</p> <p>1.B.I.4 – Interpret and compare a variety of texts for purpose, structure, content, detail and effect.</p> <p>1.A.I.4 – Identify and analyze the meanings of specialized vocabulary/terminology.</p> <p>3.A.I.1 – Compose and edit using Standard English (e.g., clarity, subject/verb agreement, adverb/adjective agreement, verb tense, audience, purpose for writing).</p> <p>3.B.H.10 – Use available technology.</p> <p>3.A.H.3 – Use appropriate sentence structure (i.e. simple, compound, complex, compound/complex) and sentence types.</p> <p>3.A.J.4 – Format documents in final form for submission and/or publication.</p> <p>3.A.J.5 – Proofread for correct English conventions.</p> <p>4.B.I.6 – Demonstrate effective use of visual aids and available technology.</p> <p>5.B.I.1 – Analyze and evaluate information.</p> <p>5.B.J.1 – Identify information most pertinent to task.</p> <p>5.A.J.3 – Evaluate a number of informational sources for relevancy and accuracy.</p> <p>5.A.J.4 – Develop, collect and analyze various kinds of information related to a topic.</p> <p>5.A.J.5 – Organize information for a presentation.</p> <p>19.A.I.2 – Demonstrate mechanically correct movement during activities.</p> <p>19.B.H.3 – Demonstrate mechanically correct form (moving into position, establishing a balanced base, preparatory phase, movement phase, follow through and return to base) in a variety of manipulative skills.</p> <p>19.B.J.3 – Select a skill and analyze the skill for maximum effectiveness and efficiency.</p> <p>19.A.J.4 – Apply basic skills inherent to any activity with consistent positive results.</p>	

	19.B.J.6 – Design a plan for learning a new skill based on requirements of effectiveness and efficiency.	
Objectives <ul style="list-style-type: none"> ○ Conceptual ○ Factual ○ Procedural 	<ol style="list-style-type: none"> 1. Keyboard Review (proper posture, quick, ballistic stroke, fingers bent, wrists up, use proper fingers for keys, steady pace, eyes on copy) 2. Document Review (announcement, displays and enumerations, block letters, basic reports, memorandums, tables) 3. Improve Speed and Accuracy (straight copy, mavis beacon teaches typing, micro-pace pro) 4. Advanced Word Processing (tabs, page formatting, graphics, tables, columns, outlines) 	
Assessments	<ul style="list-style-type: none"> - Word Test - Various Hands on activities dealing with daily objectives - Timed Writings 	Other Evidence

Unit of Study: major topics	Microsoft Excel	Resources that will support instruction <ul style="list-style-type: none"> - Internet - Microsoft Office 2003 - All Text Books - Teacher supplemental worksheets - The School Store - Various News Paper clippings
Illinois Learning Standards, Benchmarks, National Standards Assessment Frameworks, or other standards that will be taught in this unit	1.A.I.4 – Identify and analyze the meanings of specialized vocabulary/terminology. 1.B.I.2 – Relate reading with information from other sources (e.g., prior knowledge, personal experience, other reading) using a variety of strategies. 3.A.I.1 – Compose and edit using Standard English (e.g., clarity, subject/verb agreement, adverb/adjective agreement, verb tense, audience, purpose for writing). 3.C.I.9 – Use available technology to draft, design, produce, revise, and present compositions and multimedia works for specified audiences. 4.A.I.1 – Demonstrate understanding of material, concepts and ideas in formal/informal presentations. 4.B.I.9 – Recognize and assume differing roles within a group. 5.A.J.2 – Distinguish among kinds of data needed to solve a problem, present possible solutions, or extend information about a topic or problem (e.g., fact/opinion, example/evidence). 5.A.J.3 – Evaluate a number of informational sources for relevancy and accuracy. 5.A.J.4 – Develop, collect and analyze various kinds of information related to a topic. 5.A.J.5 – Organize information for a presentation. 5.B.I.1 – Analyze and evaluate information. 6.B.H.3 – Simplify arithmetic expressions containing integers using the field properties and order of operations. 6.B.I.4 – Solve problems using simple matrix operations (addition, subtraction, scalar multiplication). 6.C.J.2 – Use correct number of digits in computation to achieve an appropriate unit or level of accuracy when solving problems. 6.D.H.2 – Solve problems that involve percents, including percent increase and decrease, regardless of the piece of information that is missing. 7.A.I.2 – Convert between the U.S. customary and metric systems given the conversion factor. 7.C.J.3 – Solve problems involving multiple rates, measures and conversions. 8.A.H.4 – Create arithmetic and geometric sequences to fit a given set of	

	<p>conditions.</p> <p>8.B.I.1 – Describe the relationships of the independent and dependent variables from a graph.</p> <p>8.C.I.2 – Solve problems by recognizing how an equation changes when parameters change.</p> <p>8.D.I.1 – Solve equivalent forms of equations, inequalities and systems of equations with fluency – mentally or with paper-and-pencil in simple cases and using technology in call cases.</p> <p>10.A.J.4 – Present results and conclusions from given data using basic statistics (e.g. measure of central tendencies, standard deviation).</p> <p>11.A.F.3 – Collect and organize data accurately,</p> <ul style="list-style-type: none"> • Using consistent measuring and recording techniques with necessary precision, or • Using appropriate metric units, or • Documenting data accurately from collecting instruments, or • Graphing data appropriately. <p>11.B.E.4 – Analyze data,</p> <ul style="list-style-type: none"> • Comparing and summarizing data, or • Interpreting trends, • Evaluating conflicting data, or • Determining sources of error. <p>11.B.E.5 – Communicate design findings,</p> <ul style="list-style-type: none"> • Selecting graphs and charts that effectively report the data, • Preparing oral and written investigation conclusions, or • Generating alternative design modifications which can be tested from original investigated question.
<p>Objectives</p> <ul style="list-style-type: none"> ○ Conceptual ○ Factual ○ Procedural 	<ol style="list-style-type: none"> 1. Introduction to excel 2. creating a worksheet 3. enhancing a worksheet 4. Designing a worksheet 5. Printing a worksheet 6. Copying data and using toolbars 7. Using ranges (and names) 8. File management 9. Formatting text and numbers 10. Changing fonts, patterns, colors, and formats 11. Using functions 12. Advanced formulas 13. Dates, times, and financial functions

Assessments	<ul style="list-style-type: none">- Excel Test- Various Hands on activities dealing with daily objectives- Timed Writings- Excel Quiz	Other Evidence
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Unit of Study: major topics	Microsoft Access	Resources that will support instruction <ul style="list-style-type: none"> - Internet - Microsoft Office 2003 - All Text Books - Teacher supplemental worksheets - The School Store - Various News Paper clippings
Illinois Learning Standards, Benchmarks, National Standards Assessment Frameworks, or other standards that will be taught in this unit	1.A.I.4 – Identify and analyze the meanings of specialized vocabulary/terminology. 1.C.I.10 – Interpret tables, graphs, diagrams and maps in conjunction with related text by drawing conclusions to support text. 3.C.I.9 – Use available technology to draft, design, produce, revise, and present compositions and multimedia works for specified audiences. 4.B.I.6 – Demonstrate effective use of visual aids and available technology. 5.A.J.2 – Distinguish among kinds of data needed to solve a problem, present possible solutions, or extend information about a topic or problem (e.g., fact/opinion, example/evidence). 5.A.J.4 – Develop, collect and analyze various kinds of information related to a topic. 5.B.J.1 – Identify information most pertinent to task. 6.C.I.3 – Determine and explain whether exact values or approximations are needed in a variety of situations. 6.D.J.1 – Explain the connection of percents to growth patterns, error and probability. 8.A.H.4 – Create arithmetic and geometric sequences to fit a given set of conditions. 8.B.I.1 – Describe the relationships of the independent and dependent variables from a graph. 10.A.I.1 – Describe the meaning of measurement data and categorical data, of univariate and bivariate data and of the term variable. 11.A.H.3 – Conduct issue investigation, <ul style="list-style-type: none"> • Using technologies for data collection and assimilation, or • Following established formats for random sampling, or • Following all procedural and safety precautions, materials and equipment handling directions. 11.A.F.3 – Collect and organize data accurately, <ul style="list-style-type: none"> • Using consistent measuring and recording techniques with necessary precision, or • Using appropriate metric units, or 	

	<ul style="list-style-type: none"> • Documenting data accurately from collecting instruments, or • Graphing data appropriately. <p>10.A.I.5 – Make decisions based on data, including the relationships of correlation and causation.</p> <p>10.A.J.4 – Present results and conclusions from given data using basic statistics (e.g. measures of central tendencies, standard deviation).</p> <p>11.B.E.4 – Analyze data,</p> <ul style="list-style-type: none"> • Comparing and summarizing data, or • Interpreting trends, • Evaluating conflicting data, or • Determining sources of error. <p>11.B.E.5 – Communicate design findings,</p> <ul style="list-style-type: none"> • Selecting graphs and charts that effectively report the data, • Preparing oral and written investigation conclusions, or • Generating alternative design modifications which can be tested from original investigated question. 	
Objectives <ul style="list-style-type: none"> ○ Conceptual ○ Factual ○ Procedural 	<ol style="list-style-type: none"> 1. Introduction to database management systems 2. Understanding relational tables 3. Entering records 4. Creating fields and setting attributes 5. Using lookup wizards 6. Inserting, deleting, and moving columns 7. Creating forms 8. Sorting records 9. Filtering records 10. Working with queries 	
Assessments	<ul style="list-style-type: none"> - Access Test - Various Hands on activities dealing with daily objectives - Timed Writings 	Other Evidence

Unit of Study: major topics	Microsoft PowerPoint	Resources that will support instruction <ul style="list-style-type: none"> - Internet - Microsoft Office 2003 - All Text Books - Teacher supplemental worksheets - The School Store - Various News Paper clippings
Illinois Learning Standards, Benchmarks, National Standards Assessment Frameworks, or other standards that will be taught in this unit	1.A.I.4 – Identify and analyze the meanings of specialized vocabulary/terminology. 1.B.I.4 – Interpret and compare a variety of texts for purpose, structure, content, detail and effect. 1.C.I.10 – Interpret tables, graphs, diagrams and maps in conjunction with related text by drawing conclusions to support text. 3.A.I.1 – Compose and edit using Standard English (e.g., clarity, subject/verb agreement, adverb/adjective agreement, verb tense, audience, purpose for writing). 3.B.H.10 – Use available technology. 3.C.I.9 – Use available technology to draft, design, produce, revise, and present compositions and multimedia works for specified audiences. 3.C.H.6 – Use available technology (e.g., web pages, presentations, speeches) to design, produce, revise and present compositions and multi-media work. 4.A.I.1 – Demonstrate understanding of material, concepts and ideas in formal/informal presentations. 4.B.J.4 – Speak clearly and confidently (e.g. use good volume, eye contact and body language). 4.B.J.6 – Demonstrate effective use of visual aids and available technology. 5.B.J.1 – Identify information most pertinent to task. 5.C.J.1 – Use multiple, reliable sources to develop and support major ideas in an oral or multimedia presentation. <ul style="list-style-type: none"> • Cites or credits sources appropriately; and uses self, peer and teacher feedback where appropriate; • Shows synthesis of multiple sources with new ideas/concepts generated. 5.C.J.4 – Design an present an individual and/or group written, oral, video or multimedia project that: <ul style="list-style-type: none"> • Effectively communicates the intended message; • Engages the audience’s interest; • Establishes and maintains a focus; • Organizes around a structure appropriate to purpose, audience and context • Elaborates ideas through facts, details, description, analysis and narration; 	

Objectives <ul style="list-style-type: none"> ○ Conceptual ○ Factual ○ Procedural 	<ol style="list-style-type: none"> 1. Introduction to PowerPoint 2. Creating slides 3. Animations 4. Slide transitions 5. Slide backgrounds 6. Font formatting 7. Using Graphics 8. Word art 9. Oral presentation 	
Assessments	<ul style="list-style-type: none"> - PowerPoint Quiz - Various Hands on activities dealing with daily objectives - Timed Writings - Final Project – Final Presentation ppt. 	Other Evidence