

Van Buren High School Curriculum Map: Computer Business Applications 9-12

<u>Month</u>	<u>Content</u>	<u>Skills</u>	<u>Assessments</u>	<u>Framework</u>
August 5 hours	Hardware/Software and Concepts --Define terminology 1.1 --Identify hardware components of a computer system 1.2 --Identify operating system software 1.3 --Identify application software 1.4 --Review file management features 1.5	--Define terms related to hardware and software. --Label and define hardware components of a computer system. --Explain the care and handling of disks. --Analyze criteria for purchasing a computer system. --Demonstrate proper procedure for "powering up" and "powering down"/logging on and off --Explore new technology --Discuss operating system software with emphasis on your specific system --Use operating system for various functions and applications (e.g. format disk, disk copy, directory, maximize, minimize, etc.) --Discuss types of application software --Create a folder and document. --Move and copy a folder --Rename or delete folder	Teacher assessment, daily assignments, projects, tests	1.1.1 1.2.1 1.2.2 1.2.3 1.2.4 1.2.5 1.3.1 1.3.2 1.4.1 1.5.1 1.5.2 1.5.3
Aug/Sept/Oct 40 hours	Microsoft Word --Terminology related to word processing 2.1 --Design and create one-page and multi-page documents 2.2 --Explain desktop publishing and the types of hardware and software used 2.3	--Define terms related to word processing. --Review business document formats, i.e., letter, memo, report, and tables. --MLA document style for research paper. --Key, format and save a document. --Retrieve, edit, and print a document. --Demonstrate desktop publishing techniques. --Discuss types of hardware and software required. --Create a document using clip art, graphics, etc.	Teacher assessment, daily assignments, projects, test	2.1.1 2.2.1 2.2.2 2.2.3 2.2.4 2.3.0 2.3.2 2.3.3
Nov/Dec/Jan 45 hours	Microsoft Excel --Define terminology related to spreadsheets 3.1 --Explain spreadsheet 3.2	--Define terms related to spreadsheet --Access Excel, view and discuss various options.	Teacher assessment, daily assignments, projects, test	3.1.1 3.2.1

	--Create a spreadsheet 3.3 --Create chart from a spreadsheet 3.4 --Perform mathematical calculations using spreadsheet software 3.5	--Key and save a spreadsheet --Retrieve and edit a spreadsheet --Format and print a spreadsheet --Use mathematical functions and formulas including absolute and relative cell references, goal seeking and what-if analysis --Key and save a chart --Retrieve and edit a chart --Format and print charts/graphs from spreadsheet --Use mathematical functions and formulas, including absolute and relative cell references and what-if analysis		3.3.3 3.3.4 3.4.1 3.4.2 3.4.3 3.5.1
<u>Month</u> Jan/Feb 25 hours	<u>Content</u> Microsoft Access -- Define terminology related to databases 4.1 --Explain database management systems 4.2 --Define a database file 4.3 --Identify a primary key 4.4 --Create a query 4.5 --Create form 4.6 --Create a report 4.7	<u>Skills</u> --Define terms related to databases --Load/access program, view and discuss various options --Create a database --Design a table --key data within a table --Determine a primary key within a table --Run a query using a database --Generate a form using a database --Design a report using a database	<u>Assessments</u> Teacher assessment, daily assignments, projects, test	<u>Framework</u> 4.1.1 4.2.1 4.3.1 4.3.2 4.3.3 4.4.1 4.5.1 4.6.1 4.7.1
<u>Month</u> Mar/Apr 20 hours	<u>Content</u> Power Point --Define terminology related to integrating software 5.1 --Create a presentation 5.2 --Print a presentation 5.3	<u>Skills</u> --Define terms related to Power Point --Plan, format, and deliver a presentation, including transitions, graphics, and animations. --Use various print options, i.e., slides, handouts, notes, outlines	<u>Assessments</u> Teacher assessment, daily assignments, projects, test	<u>Framework</u> 5.1.1 5.2.1 5.3.1
<u>Month</u> Apr/May 5 hours	<u>Content</u> Web Features/Telecommunications --Define terminology related to Web features and telecommunications 7.1	<u>Skills</u> --Define terms related to the Web and telecommunications	<u>Assessments</u> Teacher assessment, daily assignments, projects, test and completed web site	<u>Framework</u> 7.1.1

	<p>--Discuss procedures to create a Web page 7.2</p> <p>--Define electronic mail 7.3</p> <p>--Explain the Internet 7.4</p>	<p>--Create a home page</p> <p>--Create a title page</p> <p>--Use tables to organize information</p> <p>--Create bulleted lists and scrolling text</p> <p>--Insert lines, pictures, clip art, and drawing objects</p> <p>--Create navigational links</p> <p>--Test Web page</p> <p>--Access electronic mail to compose and send a message</p> <p>--Send and open e-mail attachments</p> <p>-- Define terms related to telecommunications</p> <p>--Access and explore available resources through Internet</p>		<p>7.2.1</p> <p>7.2.2</p> <p>7.2.3</p> <p>7.2.4</p> <p>7.2.5</p> <p>7.2.6</p> <p>7.2.7</p> <p>7.3.1</p> <p>7.3.2</p> <p>7.4.1</p> <p>7.4.2</p>
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