

Mt. Zion High School Curriculum Map

Name: Andrew Brown Department: Business Subject: Advanced Computer Concepts

Quarter	Essential Skills	Strategies and Activities	IL Standards	Assessments
1	<p>1. Students will produce word processing documents with Microsoft Word 2019 using advanced word processing features, creating, Formatting, and Editing Word Documents (Proposals, resumes, and newsletters) with Pictures.</p>	<p>1a. Students will create a report with a title page, watermark, table, borders, and quick styles.</p> <p>1b. Students will insert a table in a document, sort the table, and format the table.</p> <p>1c. Students will add picture bullets to a list and create a multileveled list.</p> <p>1d. Students will review and understand the terms from Word Chapter 4.</p> <p>1e. Students will use a template to personalize a document template and insert building blocks to the document.</p> <p>1f. Students will customize theme fonts, create a Quick Style, format hyperlinks as text , add a background to a document, and save the document at a PDF document.</p> <p>1g. Students will review and understand the terms from Word Chapter 5.</p> <p>1h. Students will create a newsletter in Word using WordArt, Custom Tab stops, graphics, multiple columns, SmartArt, Section breaks, and pulled quotes.</p> <p>1i. Students will review and understand the terms from Word Chapter 7.</p>	<p>11-12 SL.5. 11-12.SL.6. 11-12 SL2. 11-12.RST.4. 11-12 RST.3. K-12.SL 2 K-12.MP.5</p>	<p>1a. 1b. 1c. 1d. Word 4 Chapter Activities</p> <p>1d.Word 4 Worksheet</p> <p>1a 1b 1c 1d Word 4 Quiz Word 4 Hands On Quiz</p> <p>1e. 1f. Word 5 Chapter Activities 1e. 1f. 1g. Word 5 Quiz Work 5 Hands on Quiz</p> <p>1h. 1i. Word 7 Chapter Activities Word 7 Quiz Word 7 Hands On Quiz</p>

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1	<p>2. Students will understand and create Mail Merge letters and documents.</p> <p>3. Students will demonstrate an understanding of the concepts and application of Excel worksheets and create worksheets and charts with Microsoft Excel 2019 using basic spreadsheet features.</p>	<p>2a. Students will use the Mail Merge tasks pane and Mailing tab to create a document using the Mail Merge templates using a data source.</p> <p>2b. Students will create mailing labels and envelopes.</p> <p>2c. Students will review and understand the terms from Word Chapter 6.</p> <p>3a. Students will develop worksheets with formatting, data tables, and an amortization schedules.</p> <p>3b. Students will use financial functions on a worksheet.</p> <p>3c. Students will learn to protect the worksheet and hide and unhide cell gridlines, rows, columns, sheets and workbooks.</p> <p>3d. Students will review and understand the terms from Excel Chapter 4.</p> <p>3e. Students will develop workbooks with multiple worksheets, custom formatting codes, 3-D cell reference, and consolidation.</p> <p>3f. Students will review and understand the terms from Excel Chapter 6.</p> <p>3g. Students will create worksheets with calculated columns, using queries, sorts, filters and advanced filters.</p>	<p>2. 11.RST.4 11.RST.3 11.SL.2 11.SL.5 A.SSE.1 A.CED.1</p> <p>4. 11.RST.3 11.RST.4 11.SL.2 11.SL.5 A.SSE.1 A.CED.1</p>	<p>2a. 2b. Word Chapter 6 Activities Word 6 Hands On Quiz Word 6 Test</p> <p>3a. 3b. 3c. 3d. Excel Chapter 4 Exercises Excel Worksheet Excel Chapter 4 Quiz Excel Chapter 4 Hands On Quiz</p> <p>3e. 3f. Excel Chapter 5 Exercises Excel 5 Worksheet Excel Chapter 5 Quiz Excel Chapter 5 Hands On Quiz</p> <p>3g. 3h. 3i. Excel Chapter 6 Exercises Excel 6 Worksheet Excel Chapter 6 Quiz</p>

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2	<p>5. Students will demonstrate an understanding of the concepts and application of Access Database and create reports, queries, and forms with Microsoft Access 2019 using database commands.</p>	<p>3h. Students will use the VLookup, HLookup, SUMIF, COUNTIF, and automatic subtotals in a worksheet</p> <p>3i. Students will review and understand the terms from Excel Chapter 6.</p> <p>3j. Students will create a template worksheet.</p> <p>3k. Students will import data from a text file, an Access database, A Web page, and a Word document.</p> <p>3l. Students will draw a Clustered Cone Chart, add a WordArt title and modify the shape of the WordArt.</p> <p>3m. Students will insert and modify a SmartArt graphic with an inserted Screen Shot.</p> <p>3n. Students will review and understand the terms from Excel Chapter 7.</p> <p>4a. Students will create reports and forms using wizards and design view in Access.</p> <p>4b. Students will group and sort reports, add totals and subtotals, add conditional format controls, and format the report.</p> <p>4c. Students will review and understand the terms from Access Chapter 4.</p> <p>4d. Students will create Multitable forms adding Yes/No, Date/Time, Memo, OLE</p>	<p>4. 11.SL.2 11.SL.5 11-12.RST.4 11-12.RST.3</p>	<p>Excel Chapter 6 Hands On Quiz</p> <p>3j. 3k. 3l. 3m. 3n. Excel Chapter 7 Exercises Excel Chapter 7 Worksheet Excel Chapter 7 Quiz Excel Chapter 7 Hands On Quiz</p> <p>4a. 4b.4c. Access Chapter 4 Exercises Access Chapter 4 Worksheet</p> <p>4d.4e.4f. 4g.4h. Access Chapter 5 Exercises</p>

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2	<p>6. Students will demonstrate an understanding of the concepts and application of PowerPoint by producing slideshows with Microsoft PowerPoint 2019 using presentation graphics commands.</p>	<p>Object, and Attachment fields.</p> <p>4e. Students will use an Input Mask Wizard.</p> <p>4f. Students will create a form and subform in Design view.</p> <p>4g. Students will create a form with a datasheet.</p> <p>4h. Students will review and understand the terms from Access Chapter 5.</p> <p>5a. Students will create a PowerPoint presentation with SmartArt graphics, charts, and images.</p> <p>5b. Students will review and understand the terms from PowerPoint Chapter 4.</p> <p>5c. Students will combine PowerPoint presentations.</p> <p>5d. Students will insert, modify, and delete comments.</p> <p>5e. Students will capture part of a slide using screen clippings.</p> <p>5f. Students will review and understand the terms from PowerPoint Chapter 5.</p> <p>5g. Students will create a PowerPoint presentation from a Microsoft Word outline.</p> <p>5h. Students will add action buttons, action settings and hyperlinks to the slide.</p>	<p>5. 11.SL.2 11.SL.5 11-12.RST.4 11-12.RST.3</p>	<p>Access Chapter 5 Worksheet</p> <p>4a. 4b. 4c. 4d. 4e 4f.4g. 4h. Access Test</p> <p>5a. 5b. PowerPoint Chapter 4 Exercises PowerPoint Chapter 4 Worksheet</p> <p>5c.5d. 5e. 5f. PowerPoint Chapter 5 Exercises PowerPoint Chapter 5 Worksheet PowerPoint Review Quiz on Edmodo</p> <p>5g. 5h. 5i. PowerPoint Chapter 6 Exercise PowerPoint Chapter 6 Worksheet Powerpoint Review Game on Quizziz</p>

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2	7. Students will review all of the concepts learned during the semester	<p>5i. Students will review and understand the terms from PowerPoint Chapter 6.</p> <p>5j. Students will create a Self-running presentation containing animation.</p> <p>5k. Students will remove a picture background, crop, and compress images.</p> <p>5l. Students will use animation to add emphasis to their presentation, by adding entrance, emphasis, and exit effects, motion paths, sounds, and animation timing.</p> <p>5m. Students will learn to insert and animate SmartArt graphics, bulleted lists, text boxes, and charts.</p> <p>5n. Students will create presentations with rehearsed timings.</p> <p>5o. Students will review and understand the terms from PowerPoint Chapter 7.</p> <p>6a. Students will review for the final with a review sheet and final review games.</p>	6. 11.RST.4 11.RST.3 11.SL.2 11.SL.5	<p>5j. 5k. 5l. 5m. 5n. 5o. PowerPoint Chapter 7 Exercises</p> <p>PowerPoint Test</p> <p>6. Final Exam Final Exam Hands On – Word, Excel, PowerPoint</p>