

Name: Andrew Brown

Department: Business

Subject: Computer Concepts

Quarter	Essential Skills	Strategies/Activities	CC Standards	Assessment
1	<p>1. Students will demonstrate an understanding of the concepts and application of Word Window.</p> <p>2. Students will produce word processing documents with Microsoft Word 2019 using basic word processing features, creating, Formatting, and Editing Word Documents (flyer, letters, newsletters, and reports) with Pictures.</p> <p>3. Students will creating a MLA Style Research Paper with Citations, Footnotes, and References</p> <p>4. Students will create a business letter using a template, formatting a shape, adding images, tables, and SmartArt.</p> <p>5. 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>1a. &amp; 2a. Students will create a flyer using Word, that will include the following skills:</p> <ul style="list-style-type: none"> <li>● inserting clip art and pictures</li> <li>● adding borders to the pictures</li> <li>● adding a border to the page</li> <li>● Spell check</li> <li>● Formatting Text</li> <li>● Changing Theme colors</li> <li>● Printing a document</li> </ul> <p>1b. &amp; 2b. Students will be able to change page orientation, drag and drop text, adjust paragraph and line spacing, change font style and size, and font color using Word.</p> <p>3a. Students will learn to format an MLA Style Research paper from Cashman Word Chapter 2 with Citations, Footnotes, and References.</p> <p>4a.. Students will create a Business Letter with Letterhead and Table – Cashman Word 3.</p> <p>4b. Students will be able to insert and format a SmartArt graphic.</p> <p>4c. Students will insert a Word table, enter date in the table and format the table.</p> <p>4d. Students will create mailing labels and envelopes.</p> <p>5a. Students understand the use of spreadsheets and parts of the Excel Window.</p> <p>5b. Students will learn and be able to define the Learn and understand the terms from Excel Chapter 1.</p> <p>5c. Students will develop Excel worksheets using the AutoSum button, fill button, and apply styles and add an embedded Cluster Cylinder chart.</p>	<p>1 &amp; 2. 11.RIT.4, 11.RIT.7 11.SL.2 11.SL.5</p> <p>3. &amp; 4. 11.RIT.4, 11.RIT.7 11.RIT.10 11.SL.2 11.SL.5 11.W.4 11.W.8 11.L.2</p> <p>5. 11.RIT.4 11.SL.2 11.SL.5 A.SSE.1 A.CED.1</p>	<p>1. &amp; 2. Word 1 Worksheet Chapter Activities – Apply 1-1, In the Lab 1-1 &amp; 1-2 Word Window Handout &amp; Quiz Word 1 Quiz Word 1 Hands-on Quiz (create a flyer)</p> <p>3. Chapter Activities – Apply 1-1, In the Lab 1-1 &amp; 1-2 Word 2 Worksheet Word 2 Quiz Dead or Alive Project</p> <p>4. Apply Your Know 3 In the Lab 3-2, SmartArt Activity Chapter 3 Worksheet Word 3 Quiz Word 3 Hands On Quiz (create a letter &amp; SmartArt)</p> <p>5. Microsoft Excel 1 – Create a Worksheet with Chart Cashman EX Apply 1-1, In the Lab 1-1, 1-3 Excel 1 Worksheet Excel 1 Quiz Excel 1 Hands On Quiz</p>

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2	<p>9. Students will demonstrate an understanding of the concepts and application of Access Database and produce tables with Microsoft Access 2019 using database commands.</p> <p>10. Students will demonstrate an understanding of the concepts and application of PowerPoint by producing slideshows with Microsoft PowerPoint 2019 using basic presentation graphics commands.</p>	<p>8d.. Students will develop Excel worksheets adding formulas and functions including Conditional formatting and charts.</p> <p>8e. Students will develop Excel worksheets using formulas with absolute and relative reference, an If function, Now function, Sparkline charts, and Goal Seek.</p> <p>8f. Students will create pie, sparkline, line, column, combination, and 3-D Line chart and work with chart titles, legends, data labels, and data bars.</p> <p>9a. Students will create a database in Access, creating tables, forms, queries, and reports in different views.</p> <p>9b. Students will create queries in design view using numeric and text queries then create a report and form from the query.</p> <p>10a. Students will create PowerPoint presentations with title slides and a multi-leveled bulleted list slide, the slides will include pictures and clip art, and applying a slide transition.</p>	<p>9. 11.RIT.4 11.SL.2 11.SL.5</p> <p>10.11.RIT.4 11.SL.2 11.SL.5</p>	<p>8d.. Excel 2 – Formulas, Functions, and Formatting – Cashman EX In the Lab 2-1, 2-3 Excel 2 Worksheet Excel 2 Quiz &amp; Hands On Quiz</p> <p>8e 8f.. Excel Chapter 3 What-If Analysis, Charting, Working with Large Worksheets EX 3 Apply 3-1, In the Lab 3-1, 3-2 Excel 3 Worksheet Excel 3 Quiz Excel 3 Hands On Quiz</p> <p>9a. Access Chapter 1 – Cashman Access In the Lab 1-1 Access 1 Workshseet Access Chapter 2 – Cashman Access In the Lab 2-1 Access 2 Worksheet Access Quiz</p> <p>10a. PowerPoint Chapter 1-Cashman PPT In the Lab 1-1 &amp; 1-2 PPT 1 Worksheet</p>

	<p>11. Students will review all of the concepts learned during the semester</p>	<p>10b.Students will create PowerPoint presentation changing the theme colors, formatting slide backgrounds, inserting shapes and adding text to the shape, and adding WordArt.</p> <p>10c. Students will create PowerPoint presentations adding artistic effects and ungrouping clip art, and adding both audio and video clips.</p> <p>11a. Students will review for the final with a review sheet and final review games.</p>	<p>11. 11.RIT.4 11.SL.2 11.SL.5</p>	<p>10b. PowerPoint Chapter 2-Cashman PPT In the Lab 2-1, 2-2, 2-3 PPT 2 Worksheet</p> <p>10c.PowrPoint Chapter 3 – Cashman PPT in the Lab 3-1, 3-2, 3-3 PPT 3 Worksheet PowerPoint Test</p> <p>11.Final Exam Final Exam Hands On – Word, Excel, PowerPoint</p>
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