

## Curriculum Map

**Course Title:** Advanced Computer Applications

**Grade:** 11<sup>th</sup> Grade

<p><b>Unit (Name/Number):</b> Unit 1 – Zoom Online Communication, Computer Literacy, Computer Safety  <u>MS Office Applications</u>                  Outlook, Word, Excel, PowerPoint, Access, OneNote, Publisher                  Computerized Financial Management Software                  Digital Audio &amp; Video</p>	<p><b>Pacing:</b> 1 Semester</p>
<p><b>Essential Question(s):</b> <b>Unit:</b> How to operate MS Office? How to operate applications software? <b>Lesson:</b> Zoom <b>Lesson:</b> Literacy Notes <b>Lesson:</b> Word <b>Lesson:</b> Excel <b>Lesson:</b> PowerPoint <b>Lesson:</b> Access <b>Lesson:</b> OneNote <b>Lesson:</b> Publisher <b>Lesson:</b> Computerized Money Management <b>Lesson:</b> Digital Creations</p>	

Content/Key Concepts	Standards	Key Learning Objectives	Learning Activities/Resources	Evidence of Learning <small>(Assessments; Performance Tasks)</small>
Zoom Online Communication	ET.CC.1 ET.CC.2	How to start, operate, & manage Zoom Online Communication.  Students will have an understanding of <ul style="list-style-type: none"> <li>• How to start Zoom</li> <li>• How to join an online zoom meeting</li> <li>• How to conduct the proper etiquette when joining an online meeting</li> <li>• How to end an online meeting</li> </ul>	Web-based Online Zoom Software	Completion of all Learning Objectives
MS Outlook Email	ET.CC.1 ET.CC.2	How to explore e-mail basics using Outlook. Students will have an understanding of <ul style="list-style-type: none"> <li>• Setting up an e-mail account</li> <li>• Navigate &amp; customize outlook</li> <li>• How to create, send, &amp; receive emails</li> <li>• How to reply, reply to all, forward, &amp; add attachments</li> </ul>	MS Office Suite Software	Completion of all Learning Objectives

		<ul style="list-style-type: none"> <li>• How to create a folder in outlook</li> <li>• How to create &amp; edit calendar items</li> </ul>		
Computer Literacy	<p>FT 4.1, 4.2  FT 8.1, 8.2, 8.3  8.4  FT 9.1, 9.2, 9.3  9.4, 9.5</p>	<p>Demonstrate and communicate computer operation and management.</p> <p>Students will have an understanding of</p> <ul style="list-style-type: none"> <li>• The computer's operating system</li> <li>• Using an operating system file manager to navigate to different file locations. (Documents, Desktop, Downloads, Different Cloud Options), etc.</li> <li>• Proper care &amp; safety of computer</li> <li>• Saving &amp; backing up files</li> <li>• Different Internet Browsers</li> <li>• Password creation &amp; management</li> </ul>	<p>Online Resources  Standards Notes  Classroom Book</p>	<p>PowerPoint on  Computer Literacy</p> <p>Written Test</p>
Computer Safety	<p>FT 9.1, 9.2, 9.3  9.4, 9.5</p>	<p>Awareness of regulations, rules, &amp; laws concerning technology</p> <p>Students will have an understanding of</p> <ul style="list-style-type: none"> <li>• Computer privacy &amp; security &amp; lack of</li> <li>• Password Protection</li> <li>• Social Media</li> <li>• School regulations, laws, &amp; responsibilities</li> <li>• Technology ethics</li> <li>• Internet laws etc. (Copyrights, etc.)</li> </ul>	<p>Online Resources  Standards Notes  Classroom Book</p>	<p>Written Test</p>

<p>MS Word</p>	<p>ECA 1.1, 1.2, 1.3, 1.4</p>	<p>How to operate MS Word using all the word processing features Students will have an understanding of</p> <ul style="list-style-type: none"> <li>• Starting a new document</li> <li>• Starting a new template</li> <li>• Entering, selecting, editing, &amp; formatting text</li> <li>• Manipulate sentences &amp; paragraphs, numbering &amp; adding bullets</li> <li>• Applying, editing headers &amp; footers</li> <li>• Exploring all ribbon options</li> <li>• Creating, editing, &amp; printing labels &amp; envelopes</li> <li>• Inserting images, page breaks, objects, &amp; symbols</li> <li>• Applying borders</li> <li>• Creating, editing, &amp; formulating tables</li> <li>• Entering, editing, &amp; adjusting tabs</li> <li>• Setting up &amp; managing the merging process</li> <li>• Inserting columns</li> <li>• Creating Newsletters, Reports, &amp; Handbooks</li> </ul>	<p>MTI Curriculum Syllabus Standards Notes Online Samples</p>	<p>Project Base Assignments Completion &amp; Accuracy of All Projects</p>
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<p>MS Excel</p>	<p>ECA 2.1, 2.2, 2.3, 2.4</p>	<p>How to operate MS Excel using the spreadsheet features.</p> <p>Students will have an understanding of</p> <ul style="list-style-type: none"> <li>• Creating, saving, &amp; opening an excel file</li> <li>• Columns &amp; Rows</li> <li>• Entering &amp; editing the different data types</li> <li>• Apply formatting to cells</li> <li>• Merging cells</li> <li>• Creating, editing, &amp; applying formulas</li> <li>• Use of absolute &amp; mixed cell references</li> <li>• Use of advance functions</li> <li>• Format &amp; enhance spreadsheets with borders, shading, wrapping, etc</li> <li>• Inserting &amp; deleting cells, rows, &amp; columns</li> <li>• Preparing spreadsheet for printing-margins, centering, page orientation, etc</li> <li>• Adding &amp; deleting worksheets in a workbook</li> <li>• Renaming &amp; color coding worksheet tabs</li> <li>• Rearranging worksheet tabs</li> <li>• Creating Charts</li> <li>• Knowing different chart types</li> <li>• Knowing what each chart type is used for</li> <li>• Enhancing charts</li> </ul>	<p>MTI Curriculum Syllabus Standards Notes Online Samples</p>	<p>Project Base Assignments Completion &amp; Accuracy of All Projects Tests</p>
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MS PowerPoint	FT 3.1, 3.2, 3.3, 3.4, 3.5	<p>How to create presentations for audiences.</p> <ul style="list-style-type: none"> <li>• Discuss appropriate PowerPoint presentation designs</li> <li>• Plan a presentation</li> <li>• Create, Save, &amp; Open PP</li> <li>• Insert &amp; arrange slides</li> <li>• Add content to slides</li> <li>• Start slide view &amp; Print Slides</li> <li>• Apply themes, transitions, &amp; animations</li> </ul>	MTI Curriculum Syllabus Standards Notes Online Samples	Project Base Assignments Completion & Accuracy of All Projects
MS Access	FT 7.1, 7.2, 7.3, 7.4, 7.5	<p>How to create, edit, &amp; manage data base software.</p> <ul style="list-style-type: none"> <li>• Discuss objects of Access</li> <li>• Create &amp; edit tables</li> <li>• Format tables</li> <li>• Arrange tables</li> <li>• Prepare table for printing</li> <li>• Create a query</li> <li>• Add tables &amp; fields to query design</li> <li>• Set criteria for query</li> <li>• Filter queries</li> <li>• Formulate queries</li> <li>• Modify field sizes &amp; format</li> <li>• Create a report from a table &amp; query</li> <li>• Sort &amp; group records in a report</li> <li>• Create mailing labels</li> <li>• Merge fields</li> <li>• Create a form</li> <li>• Edit &amp; arrange form</li> <li>• Import &amp; export data in Access</li> </ul>	MTI Curriculum Syllabus Standards Notes Online Samples	Project Base Assignments Completion & Accuracy of All Projects

MS OneNote	FT 4.1	<ul style="list-style-type: none"> <li>• Create a new notebook</li> <li>• Create sections</li> <li>• Add features to note pages Stationary, Ruling, Outline Formula, highlight, script, bullets</li> <li>• Arrange pages and sections</li> <li>• Insert pages &amp; files</li> <li>• Insert to-do-list, screen clippings, calendar</li> <li>• Create &amp; Manage more than one notebook</li> </ul>	Standards Notes Online Samples	Project Base Assignments Completion & Accuracy of All Projects
MS Publisher	ET.C1.1	<ul style="list-style-type: none"> <li>• Create, Edit, Design, &amp; Print</li> <li>• Create from a blank document</li> <li>• Create from the templates</li> <li>• Create different types of documents—Flyers, Cards, Business Cards, Newsletters, Brochures, etc.</li> <li>• Set up forms for a small business</li> </ul>	Standards Notes Online Samples	Project Base Assignments Completion & Accuracy of All Projects
MS Money	ET.CT.3	<p>How to use a computer for financial management.</p> <ul style="list-style-type: none"> <li>• Discuss computer &amp; online financial management tools</li> <li>• Create an account from scratch</li> <li>• Set up categories, creditors, bills, budget, etc.</li> <li>• Add different types of accounts – checkings, savings, loans, credit cards, etc.</li> <li>• Print checks</li> <li>• Transfer money from accounts</li> <li>• Create reports from records</li> <li>• Build Net Worth</li> <li>• Keep track of tax accounts</li> </ul>	Online Samples Intuit Software	Project Base Assignments Completion & Accuracy of All Projects

<p>Roxio CD/DVD Creator</p>	<p>ET.CT.3</p>	<p>How to operate the digital world of pictures, videos, and audio productions.</p> <ul style="list-style-type: none"><li>• Discuss different file formats Wav, MP3, MP4, WMA, etc. JPEG, MPEG</li><li>• Explore Frames, Timelines</li><li>• Create &amp; edit audio &amp; video frames</li><li>• Create a CD</li><li>• Create a DVD</li></ul>	<p>Web-based Online Roxio Software</p>	<p>CD &amp; DVD Creations</p>
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