Unit
Unit Title: Publisher Course: Computer Applications II Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
Students will consider... • In what ways does technology enhance expression and communication? • Why is collaboration critical in a business environment? • Why are effective communication skills necessary for success in business? • What skills and knowledge are critical for success in a global economy?	*Students will understand that...* • Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy. • Effective oral, written, and online communication skills are an integral part of achieving success in the world of work. • To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical. • Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

Create a professional publication.

Meaning	
Essential Questions	Understandings
Students will consider... • What design features make a publication effective?	*Students will understand that...* • The design process can use a combination of templates, graphics, and text to create publications.

Acquisition	
Key Knowledge	Key Skills
Students will know... Appropriate use of balance/white space	*Students will be able to....* Manipulate template design Utilize draw and graphic tools (fills, lines, word art, images, arranging) Import and manipulate graphics Crop images

Standards Alignment

Unit
Unit Title: Presentations Course: Computer Applications 2 Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
Students will consider... • In what ways does technology enhance expression and communication? • Why is collaboration critical in a business environment? • Why are effective communication skills necessary for success in business? • What skills and knowledge are critical for success in a global economy?	*Students will understand that...* • Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy. • Effective oral, written, and online communication skills are an integral part of achieving success in the world of work. • To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical. • Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...

- Create and deliver effective presentations.

Meaning	
Essential Questions	Understandings
Students will consider...	*Students will understand that...*
• Why is knowing the target audience important? • Why is being able to produce and deliver an effective presentation critical for success? • How and why do individuals use presentations?	• An effective presentation requires knowledge of the targeted audience. • Less is more. • Design elements and principles help convey a message.

Acquisition	
Key Knowledge	Key Skills
Students will know...	*Students will be able to....*
• Animation • Motion Paths • Embedding • Transitions • Hyperlinks • Master slides • Layout • Different presentation tools • Timing	• Demonstrate correct use of presentation software terminology • Create, format, and edit presentations • Enhance presentations (e.g. sound, animation, graphics, transitions, and video) • Apply design and layout principles to presentations • Deliver an oral presentations • Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes) • Integrate input from various software applications • Utilize online presentation software

Standards Alignment

Unit
Unit Title: Access
Course: Computer Applications 2
Brief Summary of Unit:

WSD Overarching Essential Question	WSD Overarching Enduring Understandings
Students will consider...	*Students will understand that...*
• In what ways does technology enhance expression and communication? • Why is collaboration critical in a business environment? • Why are effective communication skills necessary for success in business? • What skills and knowledge are critical for success in a global economy?	• Application of essential business knowledge, creativity, innovation, and critical thinking are essential to success in a technologically advanced global economy. • Effective oral, written, and online communication skills are an integral part of achieving success in the world of work. • To function effectively in a business and economic environment, collaboration with diverse populations in traditional and nontraditional settings is critical. • Rapidly changing technology requires global citizens to be diligent life-long learners.

Transfer

Students will be able to independently use their learning to...
Design and manipulate databases to effectively convey information in any setting.

Meaning	
Essential Questions	Understandings
Students will consider... • Why are databases important to successful companies? • How do companies use databases?	*Students will understand that...* • Databases are critical to the functioning of successful businesses • Databases are used to store pertinent company information.

Acquisition	
Key Knowledge	Key Skills
Students will know... • Table relationships (e.g. joining) • Primary key • Queries • Forms	*Students will be able to....* • Create table relationships • Modify database using queries (e.g., combine, calculate, update, duplicate) • Design and use forms in database • Use import/export features (e.g. database, table)

Standards Alignment