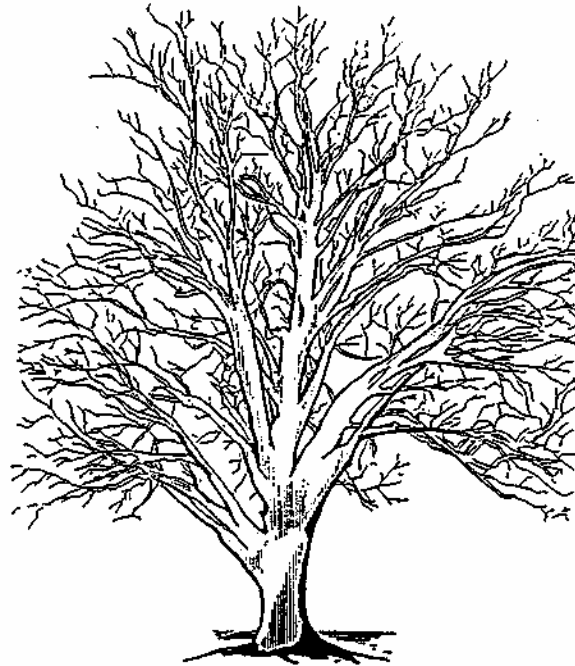# Monroe Township Schools

Curriculum Management System

Computers in Business II

Grade 10-12

August 2005

Table of Contents

MONROE TOWNSHIP SCHOOL DISTRICT

ADMINISTRATION

Dr. Ralph P. Ferrie, Superintendent
Dr. Christopher H. Tienken, Assistant Superintendent

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Acknowledgments

The following individuals are acknowledged for their assistance in the preparation of this Curriculum Management System:

Monroe Township Schools
Mission and Goals

Mission

The mission of the Monroe Township School District, a unique multi-generational community, is to collaboratively develop and facilitate programs that pursue educational excellence and foster character, responsibility, and life-long learning in a safe, stimulating, and challenging environment to empower all individuals to become productive citizens of a dynamic, global society.

Goals

To have an environment that is conducive to learning for all individuals.

To have learning opportunities that are challenging and comprehensive in order to stimulate the intellectual, physical, social and emotional development of the learner.

To procure and manage a variety of resources to meet the needs of all learners.

To have inviting up-to-date, multifunctional facilities that both accommodate the community and are utilized to maximum potential.

To have a system of communication that will effectively connect all facets of the community with the Monroe Township School District.

To have a staff that is highly qualified, motivated, and stable and that is held accountable to deliver a safe, outstanding, and superior education to all individuals.

INTRODUCTION, PHILOSOPHY OF EDUCATION, AND EDUCATIONAL GOALS

Philosophy

Monroe Township Schools are committed to providing all students with a quality education resulting in life-long learners who can succeed in a global society. The business courses in the Arts and Careers Technology Department are designed to meet the needs of several types of students: 1. Those who plan to attend college and seek to make a career in a business related field. 2. Those who want to further refine their business skills at an accredited business school after completing high school. 3. The career oriented who plan to enter the world of work after completing high school.

The curriculum is designed with the integration, implementation, and application of technology. All students will be given worthwhile opportunities and strong support to develop workplace readiness skills that are necessary to become productive, well-rounded citizens.

Educational Goals

The purpose of our Computers in Business program is to provide instruction into the more advanced uses of Microsoft Office XP for our student's personal and business lives. Major educational goals are for students to develop a proficiency in the use of Microsoft Word, Microsoft PowerPoint, Microsoft Excel and to integrate these programs into a variety of presentations that are designed to enhance pubic speaking skills. Students will use each of these programs to prepare a variety of business forms for use in the accounting or marketing fields.

A note about Career Education and Consumer, Family, and Life Skills Standards and Cumulative Progress Indicators.

The New Jersey Core Curriculum Content Standards for Career Education and Consumer, Family, and Life Skills were written in 2004. The Cumulative Progress Indicators (CPI's) referenced in this curriculum guide refer to these new standards and may be found in the Curriculum folder on the district servers. A complete copy of the new Core Curriculum Content Standards for Career Education and Consumer, Family, and Life Skills may also be found at:
http://www.nj.gov/njded/cccs/s9_career.htm

Computers in Business II

Scope and Sequence

Quarter I	

I. Microsoft Word
    a. Basic Editing Review
    b. Basic Formatting Review
    c. Format Business and Personal Documents
    d. Use Templates and Wizards
    e. Multiple-Page Letters
	II. Microsoft Word
	    a. Reports
	    b. Long Documents
	    c. Documents for a Meeting
	    d. Schedules, Programs, and Forms
	    e. Flyers, Advertisements, and Press Releases

Quarter II	

III. Microsoft Word
    a. Invitations and Menus
    b. Publications and Newsletters
    c. Brochures and Catalogs
	IV. Microsoft Excel
	    a. Enter and Format Data
	    b. Enter and Edit Formulas
	    c. Enhance and Edit Worksheet Data
	    d. Purchase Orders
	    e. Sales Invoices

V. Microsoft Excel
    a. Work with Templates
    b. Ledger Accounts and Statements
    c. Payroll
    d. Journals
    e. Asset Records
	VI. Microsoft Excel
	    a. Income Statements
	    b. Budgets
	    c. Sales Analyses
	    d. Financial Analysis

Quarter III

VII. Microsoft Excel
    a. Trial Balance
    b. Salary Analysis
    c. Accounting Worksheets
    d. Income Statement
    e. Balance Sheet
    f. Financial Report Analysis

IX. Microsoft Integration of Word and Excel
    a. Integrate Charts and Worksheets into Documents
    b. Other Integration Techniques
    c. Integrate Internet Data into a Worksheet

VIII. Microsoft Excel (Charting)
    a. Chart Sales Data
    b. Chart Expense Data
    c. Chart Investment Data

Quarter IV

X. Microsoft PowerPoint
    a. Navigation, Views, and Printing Review
    b. Create and Enhance Informative Presentations
    c. Create and Enhance Sales Presentations
    d. Create Persuasive Presentations
    e. Work with Audience Materials

XI. Microsoft PowerPoint
    a. Work with the Web
    b. Import and Export Text and Objects
    c. Workgroup Collaboration

	Curriculum Management System	Topic: Microsoft Word
Suggested days of Instruction	**Grade Level/Subject:** <u>Grade Level/Subject:</u> **10-12/Computers in Business II**	**Goal 1:** **The student will be able to utilize Microsoft Office XP to review various basic editing and formatting techniques.**
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	1.1. Navigate a document.
	
	 1.2. Insert and delete text.
	
	 1.3. Close documents and applications.
	
	 1.4. Correct text using AutoCorrect and Spell and Grammar Check.
	
	 1.5. Move and copy text.
	
	 1.6. Use Save and Save As.
	
	 1.7. Use Undo.
	
	 1.8. Print Preview/Print.
	
	 1.9. Show/Hide codes.
	
	 1.10. Change case.
	
	 1.11. Use AutoFormat As You Type.
	
	 1.12. Compose at the computer.
		• Demonstrate the feature that is used to correct spelling and grammatical errors.
		
		 • Explain the techniques used to navigate through a document.
		
		 • Identify the three basic types of fonts.
		
		 • What are some of the techniques used to edit a document?
			Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003
			 White Board, Overhead projector/transparencies, Computers,
			 Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet
			 Source documents
			 MICROSOFT WORD
			 Chapter 1 - **Project 1**
			 • Class discussion on basic editing learned in CIB I.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			    o Project 1.1 on page 4-5.
			    o Project 1.2 on page 6-7.
			    o Project 1.3 on page 8-9.
			    o Project 1.4 on page 10.
			    o Project 1.5 on page 11.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 1.1 – 1.5 on pages 4 – 11.
			 Assessment:
			 • Successful completion of Project 1.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	Topic: Microsoft Word	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 1:** The student will be able to utilize Microsoft Office XP to review various basic editing and formatting techniques.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
4	1.13. Change font, font size, style, and color. 1.14. Align text. 1.15. Copy formatting (Format Painter). 1.16. Use bullets and numbering. 1.17. Edit formats. 1.18. Highlight text. CPI – 8.1.8.A.1, A.5, A.12 8.1.12.A.1, B.1, B.2, B.4, B.9 8.2.12.A.3		**MICROSOFT WORD** **Chapter 1** - **Project 2** • Class discussion on basic formatting documents in Microsoft Word. • Identify student's background knowledge of word processing. • Instructor to demonstrate and reinforce word processing modification techniques. • Read and discuss: o Project 2.1 on page 12-13. o Project 2.2 on page 14-15. o Project 2.3 on page 16-17. o Project 2.4 on page 18-19. o Project 2.5 on page 20-21. • Students to take notes on topics covered in lesson. • Students will complete Projects 2.1 – 2.5 on pages 12 – 21. Assessment: • Successful completion of Project 2. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System	Topic: Microsoft Word	
Suggested days of Instruction	**Grade Level/Subject:** 10-12/Computers in Business II	**Goal 2:** The student will be able to format business and personal documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
3	2.1. Set margins. 2.2. Insert date and time. 2.3. Work with Smart Tags. 2.4. Create envelopes and labels.	• Describe the components of a business letter. • What makes a business letter different from a memorandum? • What are memos used for? • Identify the difference between a formal salutation and an informal salutation. • Describe the various components to a resume.	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT WORD** **Chapter 2** - **Project 3** • Class discussion on formatting business and personal documents in Microsoft Word. • Identify student's background knowledge of word processing. • Instructor to demonstrate and reinforce word processing modification techniques. • Read and discuss: o Project 3.1 on page 24-25. o Project 3.2 on page 26-27. o Project 3.3 on page 28-29. o Project 3.4 on page 30-31. o Project 3.5 on page 32-33. • Students to take notes on topics covered in lesson. • Students will complete Projects 3.1 – 3.5 on pages 24 – 33. Assessment: • Successful completion of Project 3. • Correct and grade assignment. • Teacher observation

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Word**	
		Goal 2: The student will be able to format business and personal documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	2.5. Use existing templates.
	
	 2.6. Modify a template.
	
	 2.7. Create a template.
	
	 CPI – 8.1.8.A.1, A.2, A.5, A.12, B.1, B.2
	 8.1.12.A.1, A.8, B.1, B.2, B.4, B.9
			MICROSOFT WORD
			 Chapter 2 - Project 4
			 • Class discussion on using templates and wizards in Microsoft Word.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			     o Project 4.1 on page 34-35.
			     o Project 4.2 on page 36-37.
			     o Project 4.3 on page 38-39.
			     o Project 4.4 on page 40-41.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 4.1 – 4.4 on pages 34 – 41.
			 Assessment:
			 • Successful completion of Project 4.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Word	
		Goal 3: The student will be able to create multiple page letters, reports, and long documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
2	3.1. Insert page breaks. 3.2. Set line spacing. 3.3. Insert headers and footers. 3.4. Indent text. 3.5. Set first-line indents.	• Why are draft documents prepared in double space? • What are the citations that appear at the bottom of a page called? • What are the citations that appear at the end of a report called? • Demonstrate the use of the Research Task Pane. • Articles are short reports about a topic that are published in magazines, newspapers, and newsletters. How are these articles formatted?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT WORD** **Chapter 3** - **Project 6** • Class discussion on creating multiple-page letters in Microsoft Word. • Identify student's background knowledge of word processing. • Instructor to demonstrate and reinforce word processing modification techniques. • Read and discuss: o Project 6.1 on page 48-49. o Project 6.2 on page 50-53. o Project 6.3 on page 54-55. • Students to take notes on topics covered in lesson. • Students will complete Projects 6.1 – 6.3 on pages 48 – 55. Assessment: • Successful completion of Project 6. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System	Topic: Microsoft Word

Suggested days of Instruction	**Curriculum Management System** **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Word**
		Goal 3: **The student will be able to create multiple page letters, reports, and long documents.**
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	3.6. Use Word Count and Document Summary.
	
	3.7. Work with quoted material.
	
	3.8. Set paragraph spacing.
	
	3.9. Set hanging indents.
	
	3.10. Set verticle centering.
	
	3.11. Insert page numbers.
	
	3.12. Use Reasearch Services.
			MICROSOFT WORD
			Chapter 3 - **Project 7**
			• Class discussion on creating reports in Microsoft Word.
			• Identify student's background knowledge of word processing.
			• Instructor to demonstrate and reinforce word processing modification techniques.
			• Read and discuss:
			   o Project 7.1 on page 56-57.
			   o Project 7.2 on page 58-61.
			   o Project 7.3 on page 62-63.
			   o Project 7.4 on page 64.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 7.1 – 7.4 on pages 56 – 64.
			Assessment:
			• Successful completion of Project 7.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic: Microsoft Word**	
		Goal 3: The student will be able to create multiple page letters, reports, and long documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	3.13. Format a document with sections.
	
	3.14. Work with styles.
	
	3.15. Use columns.
	
	3.16. Apply borders and shading.
	
	3.17. Find and replace text.
	
	3.18. Use Research Services.
	
	3.19. Insert a file.
	
	3.20. Insert, View, and Edit Comments.
	
	3.21. Work with Track Changes.
	
	CPI – 8.1.8.A.1, A.2, A.4, A.12, B.1, B.3
	       8.1.12.A.1, A.5, B.1, B.2, B.4, B.7, B.9
			MICROSOFT WORD
			Chapter 3 - Project 8
			• Class discussion on creating long documents in Microsoft Word.
			• Identify student's background knowledge of word processing.
			• Instructor to demonstrate and reinforce word processing modification techniques.
			• Read and discuss:
			  o Project 8.1 on page 65-67.
			  o Project 8.2 on page 68-69.
			  o Project 8.3 on page 70-71.
			  o Project 8.4 on page 72-76.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 8.1 – 8.4 on pages 65 – 76.
			Assessment:
			• Successful completion of Project 8.
			• Correct and grade assignment.
			• Teacher observation.

	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Word**	
Suggested days of Instruction		**Goal 4:** **The student will be able to create documents for a meeting along with schedules, programs, and forms.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

4	4.1. Use outline feature.
	
	4.2. Create and format table.
	
	4.3. Insert an outline into a document.
		• What are agendas used for?
		
		• How would you create an agenda?
		
		• Identify the purpose of creating minutes of a meeting?
		
		• When would you create an itinerary, who would you give it to?
		
		• What technique would you use to display details of a schedule?
		
		• What type of information is used in a rate schedule?
		
		• When creating a program, how many font styles should be used?
		
		• Describe pertinent information that could be used in creating a calendar.
			Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003
			White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents
			MICROSOFT WORD
			Chapter 4 - **Project 9**
			• Class discussion on creating documents for a meeting in Microsoft Word.
			• Identify student's background knowledge of word processing.
			• Instructor to demonstrate and reinforce word processing modification techniques.
			• Read and discuss:
			   o Project 9.1 on page 78-79.
			   o Project 9.2 on page 80-81.
			   o Project 9.3 on page 82-83.
			   o Project 9.4 on page 84-87.
			   o Project 9.5 on page 88-89.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 9.1 – 9.5 on pages 78 – 89.
			Assessment:
			• Successful completion of Project 9.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Word
		Goal 4: The student will be able to create documents for a meeting along with schedules, programs, and forms.
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model

7	4.4. Edit and enhance tables. 4.5. Change text direction. 4.6. Sort data in a table. 4.7. Perform simple calculations in a table. 4.8. Use custom tabs and leaders. 4.9. Set row heights. CPI – 8.1.8.A.1, A.2, A.4, A.12, B.1, B.3 8.1.12.A.1, A.5, B.1, B.2, B.4, B.7, B.9		**MICROSOFT WORD** **Chapter 4 - Project 10**
			 • Class discussion on creating schedules, programs, and forms in Microsoft Word.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			    o Project 10.1 on page 90-91.
			    o Project 10.2 on page 92-93.
			    o Project 10.3 on page 94-95.
			    o Project 10.4 on page 96.
			    o Project 10.5 on page 97.
			    o Project 10.6 on page 98-99.
			    o Project 10.7 on page 100-101.
			    o Project 10.8 on page 102.
			    o Project 10.9 on page 103.
			    o Project 10.10 on page 104.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 10.1 – 10.10 on pages 90 – 104.
			 Assessment:
			 • Successful completion of Project 10.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	Topic: Microsoft Word
	Grade Level/Subject: **10-12/Computers in Business II**	**Goal 5:** The student will be able to apply various word processing techniques to create sales and marketing documents.
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
5	5.1. Use images. 5.2. Work with objects. 5.3. Group and layer objects. 5.4. Work with text boxes. 5.5. Work with custom page sizes.	• What are flyers used for? • List the types of visual elements that enhance a flyers appearance. • Identify unique features of a flyer. • How much information should a flyer contain? • Describe your favorite advertisement. • What made the advertisement appealing to you? • Why would a business use a press release? • What does a menu communicate to its customers? • Identify restaurants that have effective menus. • Identify the various types of menus. • What are the various forms of publications?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT WORD** **Chapter 5 - Project 11** • Class discussion on creating flyers, advertisements, and press releases in Microsoft Word. • Identify student's background knowledge of word processing. • Instructor to demonstrate and reinforce word processing modification techniques. • Read and discuss: o Project 11.1 on page 106-107. o Project 11.2 on page 108-109. o Project 11.3 on page 110-111. o Project 11.4 on page 112-113. o Project 11.5 on page 114-115. o Project 11.6 on page 116. o Project 11.7 on page 117. • Students to take notes on topics covered in lesson. • Students will complete Projects 11.1 – 11.7 on pages 106 – 117. •

	Curriculum Management System	Topic: Microsoft Word
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 5:** The student will be able to apply various word processing techniques to create sales and marketing documents.

	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
		• What are newsletters used for? • Identify the various styles of newsletters. • Why would a business decide to create a brochure? • What makes an effective brochure? • What retail stores produce catalogs? • Which catalogs do you like best and why?	Assessment: • Successful completion of Project 11. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Word**
		Goal 5: The student will be able to apply various word processing techniques to create sales and marketing documents.
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	5.6. Work with custom page sizes.
	
	 5.7. Use character spacing.
	
	 5.8. Use text effects.
	
	 5.9. Work with text boxes.
	
	 5.10. Use charts and diagrams.
			MICROSOFT WORD
			 Chapter 5 - Project 12
			 • Class discussion on creating invitations and menus in Microsoft Word.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			    o Project 12.1 on page 118-119.
			    o Project 12.2 on page 120-123.
			    o Project 12.3 on page 124-125.
			    o Project 12.4 on page 126.
			    o Project 12.5 on page 127.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 12.1 – 12.5 on pages 118 – 127.
			 Assessment:
			 • Successful completion of Project 12.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Word	
		Goal 5: The student will be able to apply various word processing techniques to create sales and marketing documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model

3	5.11. Wrap text around objects. 5.12. Create drop capitals. 5.13. Use text boxes. 5.14. Develop a newsletter. 5.15. Use pull quotes.		**MICROSOFT WORD** **Chapter 5 - Project 13**
			 • Class discussion on creating publications and newsletters in Microsoft Word.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			    o Project 13.1 on page 128-129.
			    o Project 13.2 on page 130-131.
			    o Project 13.3 on page 132-133.
			    o Project 13.4 on page 134-135.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 13.1 – 13.4 on pages 128 – 135.
			 Assessment:
			 • Successful completion of Project 13.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Word	
		Goal 5: The student will be able to apply various word processing techniques to create sales and marketing documents.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	5.16. Use watermarks.
	
	5.17. Create captions.
	
	5.18. Create a tri-fold brochure.
	
	5.19. Create a brochure using a template.
	
	5.20. Create a catalog.
	
	CPI – 8.1.8.A.1, A.2, A.4, A.12, B.1, B.3
	        8.1.12.A.1, A.5, B.1, B.2, B.4
	        8.2.12.A.3
			MICROSOFT WORD
			Chapter 5 - **Project 14**
			• Class discussion on creating brochures and catalogs in Microsoft Word.
			• Identify student's background knowledge of word processing.
			• Instructor to demonstrate and reinforce word processing modification techniques.
			• Read and discuss:
			 o Project 14.1 on page 136-139.
			 o Project 14.2 on page 140-141.
			 o Project 14.3 on page 142-143.
			 o Project 14.4 on page 144-146.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 14.1 – 14.4 on pages 136 – 146.
			Assessment:
			• Successful completion of Project 14.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	**Curriculum Management System** **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Word**	
		Goal 6: **The student will be able to utilize Microsoft Word techniques to create a Trip Schedule, Newsletter, and Business Cards.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

9	6.1. Create and format a schedule.
	
	 6.2. Insert and modify clip art pictures and photographs.
	
	 6.3. Create WordArt objects.
	
	 6.4. Format documents in columns.
	
	 6.5. Modify a sheet of labels to create business cards.
	
	 CPI – 8.1.8.A.1, A.4, A.12, B.1
	 8.1.12.A.1, A.5, B.1, B.2, B.4
	 8.2.12.A.3
		• Why would a company need to create an events schedule for its customers?
		
		 • What type of information might be included in a business newsletter?
		
		 • Identify the components of an effective business card.
			Thomson Learning: Microsoft Office 2003 Projects, White Board, Overhead projector/transparencies, Computers,
			 Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet
			 Source documents
			 MICROSOFT WORD
			 Unit A: Word Projects I
			 • Class discussion on formatting various documents in Microsoft Word.
			 • Identify student's background knowledge of word processing.
			 • Instructor to demonstrate and reinforce word processing modification techniques.
			 • Read and discuss:
			     o Project 1: Schedule for Summit Hiking Club on page 1-7.
			     o Project 2: Newsletter for Atlanta Arts Association on page 8-13.
			     o Project 3: Business Cards for Jose Alvarez on page 14-19.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 1 – 3 on pages 1 – 19.
			 Assessment:
			 • Successful completion of Projects 1-3.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Word** **Goal 7:** The student will be able to utilize Microsoft Word techniques to create a Five-Page Proposal, Six-Panel Brochure, and a One-Page Resume.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
9	7.1. Modify styles. 7.2. Generate a table of contents. 7.3. Add section breaks. 7.4. Format text in columns. 7.5. Create a diagram. 7.6. Modify clip art pictures. CPI – 8.1.8.A.1, A.4, A.12, B.1 　　　8.1.12.A.1, A.5, B.1, B.2, B.4 　　　8.2.12.A.3	• What type of information could be included in a business proposal? • What are the benefits of producing a company brochure? • Identify the major components of a resume.	**Thomson Learning: Microsoft Office 2003 Projects,** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT WORD** **Unit B: Word Projects II** • Class discussion on formatting various documents in Microsoft Word. • Identify student's background knowledge of word processing. • Instructor to demonstrate and reinforce word processing modification techniques. • Read and discuss: 　o Project 1: Five-Page Proposal for Sage College on page 25-35. 　o Project 2: Six-Panel Brochure on page 36-41. 　o Project 3: One-Page Resume for Andrea Leriche on page 42-43. • Students to take notes on topics covered in lesson. • Students will complete Projects 1 – 3 on pages 25 – 43. Assessment: • Successful completion of Projects 1-3. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System	**Topic: Microsoft Excel**	
	Grade Level/Subject:	**Goal 8: The student will be able to use basic Excel techniques to create a variety of worksheets.**	
	10-12/Computers in Business II		
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	8.1. Navegate the worksheet. 8.2. Create a folder for saving workbooks. 8.3. Enter, align, and format values, dates, and labels. 8.4. Save a file. 8.5. Print Preview/Print. 8.6. Use New from Existing Workbook.	• What are the significant attributes of a sales invoice? • Identify the various components of a business plan. • Analyze a cash flow statement and identify its components. • What is the main function of a cash flow statement?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Chapter 1 - Project 1** • Class discussion on entering and formatting worksheets in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 1.1 on page 4-5. o Project 1.2 on page 6-7. o Project 1.3 on page 8-9. • Students to take notes on topics covered in lesson. • Students will complete Projects 1.1 – 1.3 on pages 4 – 9. Assessment: • Successful completion of Project 1. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System		Topic: Microsoft Excel	
	Grade Level/Subject: **10-12/Computers in Business II**		**Goal 8:** The student will be able to use basic Excel techniques to create a variety of worksheets.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**		**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	8.7. Use AutoSum. 8.8. Enter formulas. 8.9. Copy and paste. 8.10. Use Fill Color. 8.11. Enter formulas by selection.			**MICROSOFT EXCEL** **Chapter 1** - **Project 2** • Class discussion on entering and editing formulas in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 2.1 on page 10-11. o Project 2.2 on page 12-13. o Project 2.3 on page 14-15. • Students to take notes on topics covered in lesson. • Students will complete Projects 2.1 – 2.3 on pages 10 – 15. Assessment: • Successful completion of Project 2. • Correct and grade assignment. Teacher observation.

	Curriculum Management System	Topic: Microsoft Excel	
	Grade Level/Subject: **10-12/Computers in Business II**	**Goal 8:** The student will be able to use basic Excel techniques to create a variety of worksheets.	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	8.12. Drag and drop to move data.
	
	8.13. Format cell borders.
	
	8.14. Merge and center text.
	
	CPI – 8.1.8.A.1, A.3, A.4, A.7, A.10, A.12, B.4
	      8.1.12.A.1, B.2, B.4
			MICROSOFT EXCEL
			Chapter 1 - **Project 3**
			• Class discussion on enhancing and editing worksheet data in Microsoft Excel.
			• Identify student's background knowledge of Excel worksheets.
			• Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			• Read and discuss:
			    o Project 3.1 on page 16-17.
			    o Project 3.2 on page 18-19.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 3.1 – 3.2 on pages 16 – 19.
			Assessment:
			• Successful completion of Project 3.
			• Correct and grade assignment.
			Teacher observation.

	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	**Topic:** Microsoft Excel	
		Goal 9: The student will be able to create business forms/work with templates in Microsoft Excel.	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	9.1. Format text.
	
	9.2. Edit cell data.
	
	9.3. Use AutoComplete.
	
	9.4. Use Save As.
		• When is a purchase order needed by a business?
		
		• Explain the components of a purchase order.
		
		• Why is there no sales tax on merchandise that is purchased for resale?
		
		• Identify the components of a sales invoice.
		
		• Why do companies require their employees to keep a time card?
			Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003
			White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet
			Source documents
			MICROSOFT EXCEL
			Chapter 2 - **Project 4**
			• Class discussion on creating purchase orders in Microsoft Excel.
			• Identify student's background knowledge of Excel worksheets.
			• Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			• Read and discuss:
			    o Project 4.1 on page 22-23.
			    o Project 4.2 on page 24-25.
			    o Project 4.3 on page 26-27.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 4.1 – 4.3 on pages 22 – 27.
			Assessment:
			• Successful completion of Project 4.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	**Curriculum Management System** **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic: Microsoft Excel**	
		Goal 9: The student will be able to create business forms/work with templates in Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	9.5. Check spelling.
	
	9.6. Change print settings.
	
	9.7. Clear cells.
	
	9.8. Adjust column width.
			MICROSOFT EXCEL
			Chapter 2 - **Project 5**
			• Class discussion on creating sales invoices in Microsoft Excel.
			• Identify student's background knowledge of Excel worksheets.
			• Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			• Read and discuss:
			    ○ Project 5.1 on page 28-29.
			    ○ Project 5.2 on page 30-31.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 5.1 – 5.2 on pages 28 – 31.
			Assessment:
			• Successful completion of Project 5.
			• Correct and grade assignment.
			• Teacher observation.

	Curriculum Management System	Topic: Microsoft Excel	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 9:** The student will be able to create business forms/work with templates in Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

3	9.9. Work with templates. 9.10. Work with Web templates. 9.11. Activate hyperlinks. 9.12. Save a file as a template. 9.13. Clear cell data. CPI – 8.1.8.A.3, A.4, A.7, A.10, A.12, B.4 8.1.12.A.1, B.2, B.4		**MICROSOFT EXCEL** **Chapter 2** - **Project 6**
			 • Class discussion on creating and use a sales invoice template in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			    o Project 6.1 on page 32-33.
			    o Project 6.2 on page 34-35.
			    o Project 6.3 on page 36-37.
			    o Project 6.4 on page 38-39.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 6.1 – 6.4 on pages 32 – 39.
			 Assessment:
			 • Successful completion of Project 6.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	**Topic: Microsoft Excel**	
	Grade Level/Subject: **10-12/Computers in Business II**	**Goal 10: The student will be able to create and modify various accounting records.**	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	10.1. Apply number formulas. 10.2. Clear number formats. 10.3. Use formula basics. 10.4. Use the Office Clipboard to cut, copy, and paste. 10.5. Copy and paste between open workbooks.	• What do account receivable ledgers indicate? • Why would a company have an account payable ledger? • What are the deductions that are found on a payroll register? • What is a sales journal used for? • Explain the function of a check register & cash payment journal. • What types of items could be considered assets? • Identify the function of depreciation pertaining to a company's assets.	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Chapter 3 - Project 7** • Class discussion on creating ledger accounts and statements in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 7.1 on page 42-43. o Project 7.2 on page 44. o Project 7.3 on page 45. • Students to take notes on topics covered in lesson. • Students will complete Projects 7.1 – 7.3 on pages 42 – 45. Assessment: • Successful completion of Project 7. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Excel	
		Goal 10: The student will be able to create and modify various accounting records.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	10.6. Use AutoFill.
	
	 10.7. Use AutoSum to create a formula.
	
	 10.8. Enter the range in a formula.
	
	 10.9. Enter functions with the formula bar.
	
	 10.10. Modify page setup options and page orientation.
			MICROSOFT EXCEL
			 Chapter 3 - **Project 8**
			 • Class discussion on creating a payroll register in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			     o Project 8.1 on page 46-47.
			     o Project 8.2 on page 48-49.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 8.1 – 8.2 on pages 46 – 49.
			 Assessment:
			 • Successful completion of Project 8.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	Topic: Microsoft Excel	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 10:** The student will be able to create and modify various accounting records.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	10.11. Edit formulas on the formula bar. 10.12. Set page margins and centering. 10.13. Apply and modify cell formats with the Format Cells dialog box. 10.14. Use the Format Painter. 10.15. Freeze and unfreeze rows and columns. 10.16. Print to fit page settings. 10.17. Add and edit cell comments.		**MICROSOFT EXCEL** **Chapter 3** - **Project 9** • Class discussion on creating a sales journal in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 9.1 on page 50-51. o Project 9.2 on page 52-53. o Project 9.3 on page 54-55. • Students to take notes on topics covered in lesson. • Students will complete Projects 9.1 – 9.3 on pages 50 – 55. Assessment: • Successful completion of Project 9. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Excel**	
		Goal 10: **The student will be able to create and modify various accounting records.**	
	Objectives / Cluster Concepts / **Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	10.18. Use the AutoCalc feature.
	
	10.19. Understand the priority of mathematical operators.
	
	CPI – 8.1.8.A.3, A.4, A.12, B.4
	        8.1.12.A.1, B.4
			MICROSOFT EXCEL
			Chapter 3 - Project 10
			• Class discussion on creating an asset record in Microsoft Excel.
			• Identify student's background knowledge of Excel worksheets.
			• Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			• Read and discuss:
			    ○ Project 10.1 on page 56-57.
			    ○ Project 10.2 on page 58-59.
			    ○ Project 10.3 on page 60-61.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 10.1 – 10.3 on pages 56 – 61.
			Assessment:
			• Successful completion of Project 10.
			• Correct and grade assignment.
			• Teacher observation.

	Curriculum Management System	**Topic:** **Microsoft Excel**	
	Grade Level/Subject:		
	10-12/Computers in Business II	**Goal 11:** **The student will be able to create data analysis utilizing Microsoft Excel.**	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	11.1. Use numeric labels. 11.2. Indent text. 11.3. Insert and delete rows and columns. 11.4. Use formulas with absolute and relative reference.	• Identify the formulas that are used to calculate income. • How often should the data in a budget be analyzed? • Since revenues cannot be predicted with absolute accuracy, how do companies make their forecasts? • What type of information does an investment analysis provide? • What are some of the key factors when analyzing lease options vs. purchase options?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Chapter 4** - **Project 11** • Class discussion on creating income statements in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 11.1 on page 64-65. o Project 11.2 on page 66-67. o Project 11.3 on page 68-69. • Students to take notes on topics covered in lesson. • Students will complete Projects 11.1 – 11.3 on pages 64 – 69. Assessment: • Successful completion of Project 11. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Excel**	
		Goal 11: The student will be able to create data analysis utilizing Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	11.5. Use page break preview.
	
	 11.6. Apply and modify cell formats.
			MICROSOFT EXCEL
			 Chapter 4 - Project 12
			 • Class discussion on creating a budget in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			     o Project 12.1 on page 70-71.
			     o Project 12.2 on page 72-73.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 12.1 – 12.2 on pages 70 – 73.
			 Assessment:
			 • Successful completion of Project 12.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	Topic: Microsoft Excel	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 11:** The student will be able to create data analysis utilizing Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	11.7. Use AutoFormats.
	
	 11.8. Use Paste Special.
	
	 11.9. Modify workbooks.
	
	 11.10. Insert and delete worksheets.
	
	 11.11. Move and copy worksheets.
	
	 11.12. Rename and format worksheet tabs.
	
	 11.13. Group worksheets.
			MICROSOFT EXCEL
			 Chapter 4 - Project 13
			 • Class discussion on creating a sales analysis in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			     o Project 13.1 on page 74-75.
			     o Project 13.2 on page 76-77.
			     o Project 13.3 on page 78-79.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 13.1 – 13.3 on pages 74 – 79.
			 Assessment:
			 • Successful completion of Project 13.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic: Microsoft Excel**	
		Goal 11: The student will be able to create data analysis utilizing Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	11.14. Enter date format and functions.
	
	11.15. Use fraction format.
	
	11.16. Use financial functions.
	
	CPI – 8.1.8.A.3, A.4, A.12, B.4
	        8.1.12.A.1, B.4
			MICROSOFT EXCEL
			Chapter 4 - Project 14
			• Class discussion on creating an investment analysis in Microsoft Excel.
			• Identify student's background knowledge of Excel worksheets.
			• Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			• Read and discuss:
			  ○ Project 14.1 on page 80-81.
			  ○ Project 14.2 on page 82-83.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 14.1 – 14.3 on pages 80 – 83.
			Assessment:
			• Successful completion of Project 14.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Excel**	
		Goal 12: **The student will be able to create financial reports in Excel.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	12.1. Arrange multiple workbooks. 12.2. Paste link between workbooks. 12.3. Work with hyperlinks.	• What type of information does a trial balance provide? • Why would an individual create a commission report if they worked in a sales position? • How would hyperlinks in a worksheet be inserted? • What information does an income statement provide? • What information does a balance sheet provide?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Chapter 5 - Project 15** • Class discussion on creating trial balance in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 15.1 on page 86-87. o Project 15.2 on page 88-89. • Students to take notes on topics covered in lesson. • Students will complete Projects 15.1 – 15.2 on pages 86 – 89. Assessment: • Successful completion of Project 15. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System	**Topic:** **Microsoft Excel**	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 12:** **The student will be able to create financial reports in Excel.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	12.4. Use logical functions in formulas.
	
	 12.5. Use AutoFilter.
	
	 12.6. Round numbers up of down.
			MICROSOFT EXCEL
			 Chapter 5 - **Project 16**
			 • Class discussion on creating salary analysis in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			      o Project 16.1 on page 90-91.
			      o Project 16.2 on page 92-93.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 16.1 – 16.2 on pages 90 – 93.
			 Assessment:
			 • Successful completion of Project 16.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Excel**	
		Goal 12: The student will be able to create financial reports in Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	12.7. Print nonadjacent sections of a worksheet. 12.8. Print titles.		**MICROSOFT EXCEL** **Chapter 5 - Project 17** • Class discussion on creating accounting worksheets in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 17.1 on page 94-95. o Project 17.2 on page 96-97. • Students to take notes on topics covered in lesson. • Students will complete Projects 17.1 – 17.2 on pages 94 – 97. Assessment: • Successful completion of Project 17. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	Topic: **Microsoft Excel**	
		Goal 12: **The student will be able to create financial reports in Excel.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	12.9. Add headers and footers. 12.10. Enter 3-D references.		**MICROSOFT EXCEL** **Chapter 5** - **Project 18** • Class discussion on creating income statements in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 18.1 on page 98-99. o Project 18.2 on page 100-101. • Students to take notes on topics covered in lesson. • Students will complete Projects 18.1 – 18.2 on pages 98 – 101. Assessment: • Successful completion of Project 18. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Excel**	
		Goal 12: **The student will be able to create financial reports in Excel.**	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	12.11. Apply, define, modify, and remove a style.
	
	 12.12. Find and replace data.
			MICROSOFT EXCEL
			 Chapter 5 - Project 19
			 • Class discussion on creating a balance sheet in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			    o Project 19.1 on page 102-103.
			    o Project 19.2 on page 104-105.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 19.1 – 19.2 on pages 102 – 105.
			 Assessment:
			 • Successful completion of Project 19.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Excel**	
		Goal 12: The student will be able to create financial reports in Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	12.13. Use formulas with absolute reference. CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4 8.1.12.A.3, B.1, B.2, B.3, B.7		**MICROSOFT EXCEL** **Chapter 5 - Project 20** • Class discussion on analyzing income statement data in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 20.1 on page 106-107. o Project 20.2 on page 108-109. • Students to take notes on topics covered in lesson. • Students will complete Projects 20.1 – 20.2 on pages 106 – 109. Assessment: • Successful completion of Project 20. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System	**Topic:** **Microsoft Excel**	
	Grade Level/Subject: **10-12/Computers in Business II**	**Goal 13:** **The student will be able to create charts utilizing data in Microsoft Excel.**	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	13.1. Create charts.
	
	 13.2. Apply chart options.
	
	 13.3. Size and position a chart.
	
	 13.4. Print charts.
		• What advantages does charting provide in spreadsheet applications?
		
		 • How can formulas be transferred from one spreadsheet to another?
		
		 • What advantages does charting have compared to data on a spreadsheet?
			Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003
			 White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet
			 Source documents
			 MICROSOFT EXCEL
			 Chapter 6 - **Project 21**
			 • Class discussion on charting sales data in Microsoft Excel.
			 • Identify student's background knowledge of Excel worksheets.
			 • Instructor to demonstrate and reinforce Excel worksheet modification techniques.
			 • Read and discuss:
			   o Project 21.1 on page 112-113.
			   o Project 21.2 on page 114-115.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 21.1 – 21.2 on pages 112 – 115.
			 Assessment:
			 • Successful completion of Project 21.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System	Topic: Microsoft Excel

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	**Goal 13:** The student will be able to create charts utilizing data in Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
2	13.5. Format charts. 13.6. Modify charts. 13.7. Change and paste charts. 13.8. Change orientation of data. 13.9. Use custom chart types.		**MICROSOFT EXCEL** **Chapter 6 - Project 22** • Class discussion on charting expense data in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: ○ Project 22.1 on page 116-117. ○ Project 22.2 on page 118-119. • Students to take notes on topics covered in lesson. • Students will complete Projects 22.1 – 22.2 on pages 116 – 119. Assessment: • Successful completion of Project 22. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft Excel	
		Goal 13: The student will be able to create charts utilizing data in Microsoft Excel.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
2	13.10. Create, position, and modify graphics. 13.11. Insert and download graphics and clip art. 13.12. Insert and modify diagrams. 13.13. Create stock charts. CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4 8.1.12.A.3, B.1, B.2, B.3, B.7		**MICROSOFT EXCEL** **Chapter 6 - Project 23** • Class discussion on charting mutual fund data in Microsoft Excel. • Identify student's background knowledge of Excel worksheets. • Instructor to demonstrate and reinforce Excel worksheet modification techniques. • Read and discuss: o Project 23.1 on page 120-121. o Project 23.2 on page 122-123. • Students to take notes on topics covered in lesson. • Students will complete Projects 23.1 – 23.2 on pages 120 – 123. Assessment: • Successful completion of Project 23. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
	Curriculum Management System <u>**Grade Level/Subject**</u>**:** **10-12/Computers in Business II**	**Topic: Microsoft Word & Excel**	
		<u>**Goal 14:**</u> **The student will be able to integrate charts and worksheets into Word documents.**	
4	14.1. Copy and paste data between applications. 14.2. Embed and edit a worksheet in a Word document. 14.3. Embed a chart into a Word document.	• Identify the components of a business plan. • What are business plans used for? • Why would a worksheet be imbedded into a Word document? • Why do daily currency rates tend to change on a daily basis?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Chapter 7** - **Project 24** • Class discussion on pasting a worksheet into a memorandum. • Identify student's background knowledge of Word and Excel. • Instructor to demonstrate and reinforce integration modification techniques. • Read and discuss: o Project 24.1 on page 126-127. o Project 24.2 on page 128-129. o Project 24.3 on page 130-131. • Students to take notes on topics covered in lesson. • Students will complete Projects 24.1 – 24.3 on pages 126 – 131. Assessment: • Successful completion of Project 24. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft Word & Excel**
		Goal 14: **The student will be able to integrate charts and worksheets into Word documents.**
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	14.4. Create a worksheet within Word.
	
	 14.5. Paste link and edit worksheets and charts.
			MICROSOFT EXCEL
			 Chapter 7 - Project 25
			 • Class discussion on creating a worksheet in a memorandum.
			 • Identify student's background knowledge of Word and Excel.
			 • Instructor to demonstrate and reinforce integration modification techniques.
			 • Read and discuss:
			     o Project 25.1 on page 132-133.
			     o Project 25.2 on page 134-137.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 25.1 – 25.2 on pages 132 – 137.
			 Assessment:
			 • Successful completion of Project 25.
			 • Correct and grade assignment.
			 • Teacher observation.

		Topic: Microsoft Word & Excel	
	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 14:** The student will be able to integrate charts and worksheets into Word documents.	
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
3	14.6. Display and use the Web toolbar to paste Web data. 14.7. Use web query templates. 14.8. Use Web query to update a worksheet. 14.9. Use Smart Tags with the Internet. CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4 8.1.12.A.3, B.1, B.2, B.3, B.7		**MICROSOFT EXCEL** **Chapter 7** - **Project 26** • Class discussion on using the internet to update currency values. • Identify student's background knowledge of Word and Excel. • Instructor to demonstrate and reinforce integration modification techniques. • Read and discuss: o Project 26.1 on page 138-139. o Project 26.2 on page 140-141. o Project 26.3 on page 142-143. • Students to take notes on topics covered in lesson. • Students will complete Projects 26.1 – 26.3 on pages 138 – 143. Assessment: • Successful completion of Project 26. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic:** **Microsoft Excel**

Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
9	15.1. Create and format a worksheet. 15.2. Use functions in calculations. 15.3. Ask relevant "What if?"questions. CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4 8.1.12.A.3, B.1, B.2, B.3, B.7	• What is the significance of preparing a budget? • Why is important to create an expense report?	**Thomson Learning: Microsoft Office 2003 Projects,** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT EXCEL** **Unit C: Excel Projects I** • Class discussion on formatting various documents in Microsoft Excel. • Identify student's background knowledge of Excel spreadsheets. • Instructor to demonstrate and reinforce spreadsheet modification techniques. • Read and discuss: o Project 1: Projected Budget for Fire Mountain Camp on page 52-59. o Project 2: Travel Expense Report for E-Learning Associates on page 60-65. o Project 3: Planning Budget for a Japan Vacation on page 66-69. • Students to take notes on topics covered in lesson. • Students will complete Projects 1 – 3 on pages 52 – 69. Assessment: • Successful completion of Projects 1-3. • Correct and grade assignment. • Teacher observation.

Goal 15: The student will be able to utilize Microsoft Excel techniques to create a Projected Budget, Expense Report, Trip Planning Budget.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	**Topic: Microsoft Excel**	
		Goal 16: The student will be able to utilize Microsoft Excel techniques to create a Sales Forecast, Course Grades Analysis, and a Personal Investment Analysis.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

9	16.1. Create scenarios to forecast sales.
	
	 16.2. Create a lookup table and use the Lookup function.
	
	 16.3. Build a pie chart from a PivotTable.
	
	 16.4. Use various financial functions to analyze investments.
	
	 CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4
	     8.1.12.A.3, B.1, B.2, B.3, B.7
		• What type of data is put into a sales forecast?
		
		 • What are the percentages of the MTHS grading system?
		
		 • Where can personal investment data be located on the internet?
			MICROSOFT EXCEL
			 Unit D: Excel Projects II
			 • Class discussion on formatting various documents in Microsoft Excel.
			 • Identify student's background knowledge of Excel spreadsheets.
			 • Instructor to demonstrate and reinforce spreadsheet modification techniques.
			 • Read and discuss:
			    o Project 1: Sales Forecast for WorkEase on page 76-83.
			    o Project 2: Course Grades Analysis for Management 100 on page 84-89.
			    o Project 3: Personal Investment Analysis on page 90-93.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 1 – 3 on pages 76 – 93.
			 Assessment:
			 • Successful completion of Projects 1-3.
			 • Correct and grade assignment.
			 • Teacher observation.

Suggested days of Instruction	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	**Curriculum Management System** **Grade Level/Subject:** **10-12/Computers in Business II**			**Topic:** **Microsoft Word & Excel**

			Topic: **Microsoft Word & Excel**
	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**		**Goal 17:** **The student will be able to integrate Excel and Word documents together to create Job Performance Reviews, Sales Reports, and Marketing Updates.**

Suggested days of Instruction	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
9	17.1. Link documents. 17.2. Combine elements created in both Word and Excel. CPI – 8.1.8.A.1, A.3, A.4, A.7, B.1, B.4 8.1.12.A.3, B.1, B.2, B.3, B.7	• How could a person increase their perception in the eyes of their employer? • How could a sales report benefit a company?	**MICROSOFT WORD AND EXCEL** **Unit E: Excel Integration Projects I** • Class discussion on integrating various documents in Microsoft Word and Excel. • Identify student's background knowledge of integration. • Instructor to demonstrate and reinforce integration modification techniques. • Read and discuss: o Project 1: Job Performance Reviews on page 100-107. o Project 2: Sales Report for Paradise Resorts on page 108-113. o Project 3: Marketing Update for Northern Sun Tours on page 114-117. • Students to take notes on topics covered in lesson. • Students will complete Projects 1 – 3 on pages 100 – 117. Assessment: • Successful completion of Projects 1-3. • Correct and grade assignment. Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft PowerPoint
		Goal 18: The student will be able to review basic concepts of Microsoft PowerPoint

	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
3	18.1. Open a presentation. 18.2. Select page setup options. 18.3. Navigate through a presentation. 18.4. Change views. 18.5. Change print options and print a presentation. 18.6. Run a slide show. 18.7. Identify your audience for a presentation. CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8 8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7 8.2.12.A.1, B.2, B.3	• What does a PowerPoint presentation enable you to do for an oral presentation? • How would you create an effective presentation?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT POWERPOINT** **Chapter 1** - **Project 1** • Class discussion on using navigation, views, and printing review in PowerPoint. • Identify student's background knowledge of PowerPoint. • Instructor to demonstrate and reinforce PowerPoint modification techniques. • Read and discuss: o Project 1.1 on page 4-5. o Project 1.2 on page 6. o Project 1.3 on page 7. • Students to take notes on topics covered in lesson. • Students will complete Projects 1.1 – 1.3 on pages 4 – 7. Assessment: • Successful completion of Project 1. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System **Grade Level/Subject:** **10-12/Computers in Business II**	Topic: **Microsoft PowerPoint**	
		Goal 19: The student will be able to create informative presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
3	19.1. Apply a design template to a blank slide. 19.2. Work with place holders. 19.3. Add slides to a presentation. 19.4. Move, copy, and delete slides. 19.5. Enhance slides with clip art, text boxes, transitions, and animation schemes. 19.6. Change slide background. 19.7. Change slide color scheme. 19.8. Check spelling and grammar. 19.9. Develop a presentation from scratch. CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8 8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7 8.2.12.A.1, B.2, B.3	• How can you design a PowerPoint presentation that is not distracting to the audience but will deliver the content matter effectively?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT POWERPOINT** **Chapter 2** - **Project 2** • Class discussion on creating and enhancing informative presentations in PowerPoint. • Identify student's background knowledge of PowerPoint. • Instructor to demonstrate and reinforce PowerPoint modification techniques. • Read and discuss: ○ Project 2.1 on page 10-11. ○ Project 2.2 on page 13-15. ○ Project 2.3 on page 16-19. ○ Project 2.4 on page 20. • Students to take notes on topics covered in lesson. • Students will complete Projects 2.1 – 2.3 on pages 10 – 20. Assessment: • Successful completion of Project 2. • Correct and grade assignment. • Teacher observation.

	Curriculum Management System	Topic: Microsoft PowerPoint	
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 20:** The student will be able to create sales presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
4	20.1. Create and print a presentation as an outline. 20.2. Create a summary slide. 20.3. Link slides. 20.4. Find and replace text. 20.5. Format bullets. 20.6. Insert footers. 20.7. Use slide and title masters. 20.8. Save a slide as a template. 20.9. Use AutoShapes and WordArt. 20.10. Group and ungroup objects. 20.11. Use action buttons. 20.12. Create a custom show. 20.13. Develop a presentation from scratch.	• Identify the pertinent information that would be included for a sales presentation. • What are some techniques that can enhance a PowerPoint presentation? • What makes a great sales presentation?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT POWERPOINT** **Chapter 3 - Project 3** • Class discussion on creating and enhancing sales presentations in PowerPoint. • Identify student's background knowledge of PowerPoint. • Instructor to demonstrate and reinforce PowerPoint modification techniques. • Read and discuss: o Project 3.1 on page 22-25. o Project 3.2 on page 26-29. o Project 3.3 on page 30-33. o Project 3.4 on page 34-37. o Project 3.5 on page 38-39. • Students to take notes on topics covered in lesson. • Students will complete Projects 3.1 – 3.5 on pages 22 – 39. Assessment: • Successful completion of Project 3. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System	Topic: Microsoft PowerPoint	
	Grade Level/Subject: **10-12/Computers in Business II**	**Goal 20:** The student will be able to create sales presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**
	CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8 8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7 8.2.12.A.1, B.2, B.3		

	Curriculum Management System	Topic: Microsoft PowerPoint
Suggested days of Instruction	**Grade Level/Subject:** **10-12/Computers in Business II**	**Goal 21:** The student will create persuasive presentations utilizing Microsoft PowerPoint.
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

| 4 | 21.1. Work with tables, charts, and diagrams. 21.2. Work with media. 21.3. Use template presentations. 21.4. Use the AutoContent Wizard. | • Identify the major components of a persuasive presentation. • How can tables and charts be incorporated into PowerPoint presentations for enhancement purposes? • How can media clips be used to enhance a presentation and not overshadow the message? • Identify some of the key components in delivering a presentation. | **Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT POWERPOINT** **Chapter 4** - **Project 4** • Class discussion on creating and enhancing persuasive presentations in PowerPoint. • Identify student's background knowledge of PowerPoint. • Instructor to demonstrate and reinforce PowerPoint modification techniques. • Read and discuss: o Project 4.1 on page 42-45.   o Project 4.2 on page 46-49.   o Project 4.3 on page 50-53.   o Project 4.4 on page 54-57. • Students to take notes on topics covered in lesson. • Students will complete Projects 4.1 – 4.4 on pages 42 – 57. Assessment: • Successful completion of Project 4. • Correct and grade assignment. • Teacher observation. |

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft PowerPoint	
		Goal 21: The student will create persuasive presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model

3	21.5. Use custom animations.
	
	21.6. Use handouts.
	
	21.7. Use speaker notes.
	
	21.8. Use the handout master and notes master.
	
	21.9. Use the annotation pen.
	
	21.10. Rehearse timings.
	
	21.11. Work with Photo Albums.
	
	21.12. Create self-running presentations.
	
	CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8
	8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7
	8.2.12.A.1, B.2, B.3
			MICROSOFT POWERPOINT
			Chapter 4 - **Project 5**
			• Class discussion on working with audience materials in PowerPoint.
			• Identify student's background knowledge of PowerPoint.
			• Instructor to demonstrate and reinforce PowerPoint modification techniques.
			• Read and discuss:
			    o Project 5.1 on page 58-59.
			    o Project 5.2 on page 60-67.
			    o Project 5.3 on page 68-73.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 5.1 – 5.3 on pages 58 – 73.
			Assessment:
			• Successful completion of Project 5.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft PowerPoint
		Goal 22: The student will be able to integrate various components of presentations utilizing Microsoft PowerPoint.
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model
2	22.1. Link to a Web site. 22.2. Save a presentation as a Web page. 22.3. Preview a presentation as a Web page. 22.4. E-mail a presentation. 22.5. Enhance slides with Web images.	• What are ways that could be done to ensure an exceptional presentation? • Are there images found on the internet that cannot be used (copyrighted) and need specific written permission? • Why is it beneficial to have a group of individuals work on a presentation?	**Thomson Learning: Projects for the Entrepreneur: Microsoft Office 2003** White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents **MICROSOFT POWERPOINT** **Chapter 5** - **Project 6** • Class discussion on working with integrating additional components in PowerPoint. • Identify student's background knowledge of PowerPoint. • Instructor to demonstrate and reinforce PowerPoint modification techniques. • Read and discuss: o Project 6.1 on page 76-77. o Project 6.2 on page 78. • Students to take notes on topics covered in lesson. • Students will complete Projects 6.1 – 6.2 on pages 76 – 78. Assessment: • Successful completion of Project 6. • Correct and grade assignment. • Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: 10-12/Computers in Business II	Topic: Microsoft PowerPoint	
		Goal 22: The student will be able to integrate various components of presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) The student will be able to:	Essential Questions Sample Conceptual Understandings	Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model

4	22.6. Import a Word outline as presentation slides. 22.7. Import and export text and objects. 22.8. Import a slide from another presentation. 22.9. Export a slide or file to Word.		**MICROSOFT POWERPOINT** **Chapter 5** - **Project 7**
			• Class discussion on working with importing and exporting text and objects in PowerPoint.
			• Identify student's background knowledge of PowerPoint.
			• Instructor to demonstrate and reinforce PowerPoint modification techniques.
			• Read and discuss:
			   o Project 7.1 on page 79-81.
			   o Project 7.2 on page 82-83.
			   o Project 7.3 on page 84-85.
			   o Project 7.4 on page 86-87.
			• Students to take notes on topics covered in lesson.
			• Students will complete Projects 7.1 – 7.4 on pages 81 – 87.
			Assessment:
			• Successful completion of Project 7.
			• Correct and grade assignment.
			• Teacher observation.

Suggested days of Instruction	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft PowerPoint**	
		Goal 22: The student will be able to integrate various components of presentations utilizing Microsoft PowerPoint.	
	Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's) **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

2	22.10. Add, edit, and delete comments.
	
	 22.11. Embed fonts.
	
	 22.12. Package a presentation for CD.
	
	 CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8
	 8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7
	 8.2.12.A.1, B.2, B.3
			MICROSOFT POWERPOINT
			 Chapter 5 - Project 8
			
			 • Class discussion on working with workgroup collaboration in PowerPoint.
			 • Identify student's background knowledge of PowerPoint.
			 • Instructor to demonstrate and reinforce PowerPoint modification techniques.
			 • Read and discuss:
			    o Project 8.1 on page 88-89.
			    o Project 8.2 on page 90-91.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 8.1 – 8.2 on pages 88 – 91.
			 Assessment:
			 • Successful completion of Project 8.
			 • Correct and grade assignment.
			 • Teacher observation.

	Curriculum Management System Grade Level/Subject: **10-12/Computers in Business II**	Topic: **Microsoft PowerPoint**
		Goal 23: The student will be able to utilize Microsoft PowerPoint techniques to create a Training Presentation, Poster and Web Page, and a Lecture Presentation.
Suggested days of Instruction	**Objectives / Cluster Concepts / Cumulative Progress Indicators (CPI's)** **The student will be able to:**	**Essential Questions** **Sample Conceptual Understandings**	**Instructional Tools / Materials / Technology / Resources / Learning Activities / Interdisciplinary Activities / Assessment Model**

10	23.1. Create and run a PowerPoint presentation.
	
	 23.2. Use graphics.
	
	 23.3. Create posters, flyers, and Web pages.
	
	 CPI – 8.1.8.A.1, A.3, A.4, A.6, A.11, B.1, B.2, B.4, B.6, B.8
	 8.1.12.A.5, A.6, A.7, A.8, A.9, B.1, B.2, B.3, B.6, B.7
	 8.2.12.A.1, B.2, B.3
		• Why would a PowerPoint presentation be an effective tool for training?
		
		 • What type of information can be included on a poster designed for a web page?
			Thomson Learning: Microsoft Office 2003 Projects, White Board, Overhead projector/transparencies, Computers, Network Access to student folders, Disks, Printers, Destination monitor, Access to Internet Source documents
			 MICROSOFT POWERPOINT
			 Unit H: PowerPoint Projects
			 • Class discussion on creating various documents in Microsoft PowerPoint.
			 • Identify student's background knowledge of PowerPoint presentations.
			 • Instructor to demonstrate and reinforce PowerPoint modification techniques.
			 • Read and discuss:
			    o Project 1: Training Presentation on Oral Presentation Skills on page 174-181.
			    o Project 2: Poster and Web Page for Wings Conservation Area on page 182-187.
			    o Project 3: Lecture Presentation on Project Management on page 188-191.
			 • Students to take notes on topics covered in lesson.
			 • Students will complete Projects 1 – 3 on pages 174 – 191.
			 Assessment:
			 • Successful completion of Projects 1-3.
			 • Correct and grade assignment.
			 • Teacher observation.

Computers in Business II

COURSE BENCHMARKS

1. The student will be able to utilize Microsoft Office XP to review various basic editing and formatting techniques.
2. The student will be able to format business and personal documents.
3. The student will be able to create multiple page letters, reports, and long documents.
4. The student will be able to create documents for a meeting along with schedules, programs, and forms.
5. The student will be able to apply various word processing techniques to create sales and marketing documents.
6. The student will be able to utilize Microsoft Word techniques to create a Trip Schedule, Newsletter, and Business Cards.
7. The student will be able to utilize Microsoft Word techniques to create a Five-Page Proposal, Six-Panel Brochure, and a One-Page Resume.
8. The student will be able to use basic Excel techniques to create a variety of worksheets.
9. The student will be able to create business forms/work with templates in Microsoft Excel.
10. The student will be able to create and modify various accounting records.
11. The student will be able to create data analysis utilizing Microsoft Excel.
12. The student will be able to create financial reports in Excel.
13. The student will be able to create charts utilizing data in Microsoft Excel.
14. The student will be able to integrate charts and worksheets into Word documents.
15. The student will be able to utilize Microsoft Excel techniques to create a Projected Budget, Expense Report, and Trip Planning Budget.
16. The student will be able to utilize Microsoft Excel techniques to create a Sales Forecast, Course Grades Analysis, and a Personal Investment Analysis.
17. The student will be able to integrate Excel and Word documents together to create Job Performance Reviews, Sales Reports, and Marketing Updates.
18. The student will be able to review basic concepts of Microsoft PowerPoint.
19. The student will be able to create informative presentations utilizing Microsoft PowerPoint.
20. The student will be able to create sales presentations utilizing Microsoft PowerPoint.
21. The student will be able to create persuasive presentations utilizing Microsoft PowerPoint.
22. The student will be able to integrate various components of presentations utilizing Microsoft PowerPoint.
23. The student will be able to utilize Microsoft PowerPoint techniques to create a Training Presentation, Poster and Web Page, and a Lecture Presentation.