

Crawford Central School District

Course: Computer Applications

Grade: 9th

Course Description: This semester course is designed for students to address the need for students to develop the complex set of skills required of them if they are to meet with success in high school, at work, and in life. These skills will be integrated into a series of hands-on, collaborative projects and learning opportunities that make sense to students and provide value to the entire learning community.

It will encompass the following skill sets:

- ✓ Creativity
- ✓ Critical Thinking and Problem Solving
- ✓ Communication, Teamwork and Collaboration
- ✓ Fluid use of MS Office and other productivity apps to enhance school and work-life productivity
 - MS Word
 - MS PowerPoint
 - MS Excel
 - MS Access
 - MS Outlook
 - MS OneNote

Unit Title:

SmartFutures – Career Prep

Time:

4 weeks

Essential Questions:

What are students' individual interests, abilities and aptitudes as identified by an interest profiler, a skills profiler, and a work importance profiler?

Where can students access information when researching a career or a job?

What are career clusters and why are they important in determining a career choice?

Resources:

Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
Career Research		Interests Aptitudes Abilities	<ul style="list-style-type: none">• New Thinking About Career Success• My personality type• Abilities and Aptitudes• Personal Interest profiler• Career Interest and Pathways profiler• Selecting your career goal• I have a Dream [job] video production	13.1.11.A: Relate careers to individual interests, abilities, and aptitudes. 13.1.11.B: Analyze career options based on personal interests, abilities, aptitudes, achievements and goals. 13.2.11.B: Apply research skills in searching for a job. 13.1.11.C: Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices. 13.1.11.D: Evaluate school-based opportunities for

				career awareness/preparation. 13.1.11.E: Justify the selection of a career.
--	--	--	--	--

Unit Title: Productivity Apps and MS Outlook

Time: 2 Weeks

Essential Questions: How do I navigate and utilize Windows?
How can I become a technology power user?

Resources: Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
OneNote Sway Office Mix Microsoft Edge Windows MS Outlook	✓ Manage email messages with Outlook ✓ Manage Calendars with Outlook ✓ Create, access, and manipulate digital notebooks and various productivity tools to become a more efficient student and potential employee	Digital Notebook Windows Commands Productivity Apps Ribbon Common (shared) Windows features Shortcuts	<ul style="list-style-type: none">• Productivity - Observe, Practice, Apply Simulation• Productivity - SAM Exam• Office and Windows – Observe, Practice, Apply Simulation• Office and Windows SAM Exam	3.7.12.D: Evaluate the effectiveness of computer software to solve specific problems. 15.4.12.A. Apply the creative and productive use of emerging technologies for educational and personal success. 15.8.8.J. Explain how technology tools are used in business management. 15.8.12.J. Analyze the use and purpose of various technologies

Unit Title:

Microsoft Word

Time:

11 Weeks

Essential Questions:

How can students present their documents in a professional manner?

What are appropriate formatting skills to use when creating a professional looking document?

How can students apply reading and professional skills during the construction of documents?

Resources:

Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
MS Word – Document publication and processing	<ul style="list-style-type: none">✓ Entering Text✓ Formatting paragraphs and characters✓ Insert and format a picture✓ Enhancing the page✓ Correcting Errors and revising a document✓ Changing document settings✓ Creating a header/footer✓ Typing a research paper in MLA style✓ Create an alphabetic MLA style formatted Works Cited page✓ Proofread a document✓ Create a Letterhead template✓ Create a business Letter	Fonts Font Size Text Styles Text Effects MLA Style Borders Shading Theme colors Default Modified Block Alignments Address Envelopes and Mailing Envelopes WordArt Text Wrapping Header Footer Margins Tab stops Indentation Paragraph and	<ul style="list-style-type: none">• Word Modules 1-3 Observe, Practice, Apply Simulations• Word Modules 1-3 SAM Exams• Word Modules 1-3 Textbook step by step projects• Word Modules 1-3 Labs 1 and 2 documents• Capstone Simulation• Authentic projects	15.4.12.A. Apply the creative and productive use of emerging technologies for educational and personal success. 15.4.8.D. Create projects using emerging input technologies 15.8.8.J. Explain how technology tools are used in business management. 15.8.12.J. Analyze the use and purpose of various technologies CC.1.5.11-12.D: Present information, findings, and supporting evidence, conveying a clear and

		Line spacing		distinct perspective; organization, development, substance, and style are appropriate to purpose, audience, and task. CC.1.5.11-12.F: Make strategic use of digital media in presentations to add interest and enhance understanding of findings, reasoning, and evidence.
--	--	--------------	--	--

Unit Title:

PowerPoint

Time:

7 Weeks

Essential Questions:

How can students prepare a dynamic and professional looking visual presentation?

What are appropriate formatting skills to use when creating a professional looking slideshow?

How do I prepare and give an EFFECTIVE presentation to an audience?

How can students apply reading and professional skills during the construction of presentations?

Resources:

Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
 online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
MS PowerPoint– Slideshow and presentation development with professional formatting	<ul style="list-style-type: none"> ✓ Choosing Theme and variants ✓ Formatting using widely accepted best practices <ul style="list-style-type: none"> ○ Include only one idea per slide. ○ Slides contain “talking points” not your whole speech ○ Make use of your heading ○ Include only essential points. ○ Give credit, where credit is due. ○ Use graphics effectively. ○ Design to avoid cognitive overload ○ Follow the 5/5/5 rule ✓ Changing Slide layouts ✓ Format photos and illustrations ✓ Add appropriate and 	Theme Variants Title Slide Placeholders Layouts Styles Layout Gallery 5/5/5 rule Templates Transitions Animations Motion Paths Picture or Texture Fill Navigation Pane Notes Pane Entrance, Exit, and Emphasis Effects	<ul style="list-style-type: none"> • PowerPoint Modules 1-3 Observe, Practice, Apply Simulations • PowerPoint Modules 1-3 SAM Exams • PowerPoint Modules 1-3 Textbook step by step projects • PowerPoint Modules 1-3 Labs 1 and 2 documents • Capstone Simulation • Company Marketing Final Presentation 	15.4.8.G. Create an advanced digital project using appropriate software/application for an authentic task. 15.4.8.D. Create projects using emerging input technologies 15.8.8.J. Explain how technology tools are used in business management. 15.8.12.J. Analyze the use and purpose of various technologies CC.1.5.11-12.D: Present information, findings, and supporting evidence, conveying a clear and distinct perspective; organization,

	<p>effective animations</p> <ul style="list-style-type: none"> ✓ Add appropriate and effective Transitions ✓ Add media to enhance ✓ Advanced formatting <ul style="list-style-type: none"> ○ SmartArt ○ Pictures ○ Videos ○ Shapes ○ Backgrounds ○ WordArt ○ Modification of an illustration 			<p>development, substance, and style are appropriate to purpose, audience, and task. CC.1.5.11-12.F: Make strategic use of digital media in presentations to add interest and enhance understanding of findings, reasoning, and evidence.</p>
--	---	--	--	---

Unit Title: MS Excel

Time: 10 Weeks

Essential Questions:

How can I collect vast amounts of data and consolidate it into a meaningful summary?
When is a spreadsheet application a practical choice?
What are appropriate formatting skills to use when creating a professional workbook?
How do I setup a worksheet/workbook for effective and efficient data analysis?
How can students use Excel to simplify their educational or personal lives?

Resources: Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
MS Excel – Productivity Software	<ul style="list-style-type: none">✓ Excel Basics.✓ Work with Cells and Worksheets.✓ Use Functions✓ Calculate Your Data with basic mathematical practices.✓ Format your Workbook.✓ Add Charts and Graphics.✓ Collaborate with Others.✓ Analyze your Data.	Column Row Cell Function Formula Formula Bar Table Name	<ul style="list-style-type: none">• Excel Modules 1-3 Observe, Practice, Apply Simulations• Excel Modules 1-3 SAM Exams• Excel Modules 1-3 Textbook step by step projects• Excel Modules 1-3 Labs 1 and 2 documents• Capstone Simulation• Candy Chart Final	15.4.12.A. Apply the creative and productive use of emerging technologies for educational and personal success. 15.4.8.D. Create projects using emerging input technologies 15.8.8.J. Explain how technology tools are used in business management. 15.8.12.J. Analyze the use and purpose of various technologies 15.4.8.G. Create an advanced digital project using appropriate software/application

				for an authentic task.
--	--	--	--	------------------------

Unit Title: MS Access

Time: 2 Weeks

Essential Questions: How can I collect vast amounts of data and consolidate it into a meaningful summary?
When is a database application a practical choice?

Resources: Shelly Cashman Series® Microsoft® Office 365 & Office 2016 1st Edition, MindTap/SAM
online software, Computer, MS Office, Internet

Content	Skills	Vocabulary	Assessment	Standards
MS Access – Database Software	<ul style="list-style-type: none"> ✓ Create a database ✓ Create tables in datasheet and design view ✓ Add records to a table ✓ Create a Query to search for specific data in a table ✓ Create a Report based on table data 	Database Table Query Report Record Form	<ul style="list-style-type: none"> • Access Modules 1 Observe, Practice, Apply Simulation • Access Modules 1 SAM Exam • Contact List Authentic Database 	15.4.12.A. Apply the creative and productive use of emerging technologies for educational and personal success. 15.4.8.D. Create projects using emerging input technologies 15.8.8.J. Explain how technology tools are used in business management. 15.8.12.J. Analyze the use and purpose of various technologies 15.4.8.G. Create an advanced digital project using appropriate software/application for an authentic task.