

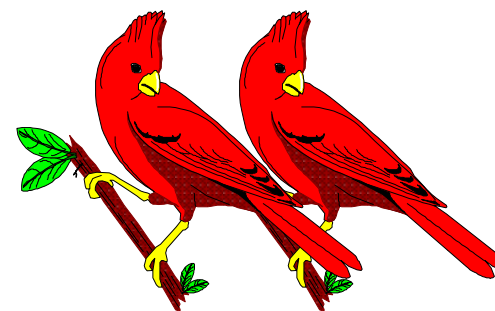
# Advanced Computer Applications

## PLANNED COURSE CURRICULUM GUIDE

### I. COURSE DESCRIPTION AND INTENT:

This course will concentrate on the following major areas of the Microsoft Office XP Package: Word, Excel, Access, and PowerPoint. In the word processing phase, the students will learn how to use the microcomputer to type and print advanced business letters, MLA Documents, and various other types of documents. A data base program will be used to learn budgeting and forecasting by answering "what if ..." questions. A presentation program will be used to learn to build a slide presentation and to create graphs and tables. In addition to these activities, students will learn basic computer terminology, file management, and windows features.

**A GREAT PLACE TO LEARN!**



**PINE GROVE AREA SCHOOL DISTRICT**  
PINE GROVE, PENNSYLVANIA

### II. INSTRUCTIONAL TIME:

**Class Periods:** 180 days; 120 clock hours  
**Length of Class Periods (minutes):** 42  
**Length of Course:** 180 days  
**Unit of Credit:** 1  
**Course Weight:** 1.08

**PINE GROVE AREA SCHOOL DISTRICT**  
Pine Grove, Pennsylvania 17963

**PLANNED COURSE ADAPTATIONS/MODIFICATIONS**  
**Introduction**

The instructional adaptations that follow are provided as suggestions to be implemented with all students, particularly with those in need of special education services including the gifted. This listing is in no way intended to be exhaustive. Rather, it is reflective of some major considerations in the area of curriculum adaptations/modifications.

These instructional adaptations will work with any student, but are especially beneficial to those in need of learning support. Some may argue that these modifications are simply *good teaching*. Indeed, modifications of this type do represent good teaching. These principles of good teaching become instructional modifications whenever: (1) certain students in a particular class require such modifications *above and beyond* what is typically required by *most* students in that class and (2) without these modifications, these same students would not succeed.

## PREFACE

Users and information seekers should familiarize themselves with the purpose and terminology of this **Planned Course Curriculum Guide (PCCG)**. We suggest that you first read the following:

- **PCCG PURPOSE AND INTENT**
- **PCCG DEFINITIONS**

The PCCG specifies the unit lesson outcome, essential content, standards, activities, resources, and evaluation of student performance. This sector provides the means to initiate the learning activities to attain the program goal as identified in the course description and intent.

The standards and outcomes are minimal expectations; further embellishment of the course is discretionary with the instructor depending upon the capability of the students.

This PCCG is designed as an ACTIVE document capable of technological modification as required.

The instructional delivery of this curriculum is quality controlled through the lesson plan development of the teacher.

**Lawrence J. Mussoline, Jr., Ph.D.**  
**Superintendent of Schools**

# **PLANNED COURSE CURRICULUM GUIDE (PCCG) PURPOSE AND INTENT**

## **The Planned Course Curriculum Guide (PCCG) is a multi-purpose document:**

- All staff, particularly new teachers, can understand instructional expectations through the WRITTEN curriculum
- A continuing district-wide instructional process and scope and sequence of subject matter are enhanced. The WRITTEN curriculum is delivered through the TAUGHT curriculum (instructional content and learning activities) and is evaluated through the TESTED curriculum (expected levels of student achievement - learning outcomes)
- Priority student-centered outcomes are identified and attained through suggested learning activities and content designed to help insure a balanced and comprehensive basic curriculum
- Essential content and course standards provide an efficient basis for selecting appropriate instructional materials and resources
- Staff development areas for curriculum improvement are provided
- The PCCG conforms with current Pennsylvania Department of Education curriculum regulations and serves the dual feature of providing both an administrative document and an instructional guide
- Content and subject format remain flexible and adaptable to modification - an "active" document
- Special Pennsylvania Department of Education (PDE) legislation is identified
- Parents and students are provided with an overview of the instructional program and each course in particular

## PLANNED COURSE CURRICULUM GUIDE (PCCG) DEFINITIONS

- **Course Description and Intent**: a brief overview of the course and program goals
- **Instructional Time**: frequency of class meetings and time/appropriate credit at the secondary level
- **Special Notes**: emphatic features or highlights and identification of Department of Education mandates found in the course
- **Unit Lesson Outcome**: describes the knowledge, skills, attitudes, student performance behaviors and areas of study that have been identified as appropriate to help the student attain the rigorous standards of a quality education
- **Teaching-Learning Activities**: suggested activities designed to help all students achieve the learning outcomes and standards
- **Standards**: statements establishing the minimal knowledge, skills, performance behaviors, and essential learning (content) a student must attain. A standard defines what students should know and be able to do
- **Expected Levels of Achievement (Learning Outcomes)**: what students will be expected to do as a result of the application of teaching-learning activities and content
- **Evaluation Criteria (Actual Level of Attainment)**: student performance level achieved and measured through specified evaluation criteria

## LEARNING STANDARDS AND CONTENT ACTIVITIES

*Statement of student learning expectations achieved through suggested teaching-learning activities and selected content to help reach standards and graduation requirements.*

### Information Technology NBEA Academic Content Standard #VIII—Database Management Systems: Use, Plan, Develop, and Maintain Database Management Systems

ESSENTIAL CONTENT PERFORMANCE STANDARD	CONTENT & INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ©</i>	ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT	RESOURCES AND MATERIALS
<p><b>STANDARD VIII</b></p> <p><b>VIII.4 Identify the variety of data types that are stored in database management systems.</b></p> <p><b>Project 4: Reports, Forms, and Combo Boxes</b></p>	<p>VIII.4 Access 2002, Project 4</p> <ul style="list-style-type: none"> <li>• Create a query for a report.</li> <li>• Use the Report Wizard to create a report.</li> <li>• Use the Report window to modify a report design.</li> <li>• Move between Design view and Print Preview.</li> <li>• Recognize sections in a report.</li> <li>• Save and close a report.</li> <li>• Print a report.</li> <li>• Create a report with grouping and subtotals.</li> <li>• Use the Form Wizard to modify a form design.</li> <li>• Place a calculated field, combo box, and title on a form.</li> <li>• View data using a form.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 4 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>VIII.4 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>VIII.4 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Access 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD VIII</b></p> <p><b>VIII.3 Sort and retrieve data from databases.</b></p> <p><b>Project 5: Enhancing Forms, with OLE Fields, Hyperlinks, and Subforms</b></p>	<p>VIII.3 Access 2002, Project 5</p> <ul style="list-style-type: none"> <li>• Add, update, and use date, memo, OLE, and hyperlink fields.</li> <li>• Change the row and column spacing in tables.</li> <li>• Save table properties.</li> <li>• Create a form with a subform.</li> <li>• Modify the subform design.</li> <li>• Move and resize fields on a form.</li> <li>• Change properties on a form.</li> <li>• Add a title to a form.</li> <li>• Use a form that contains a subform.</li> <li>• Use date and memo fields in a query.</li> <li>• Compact and repair a database.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 5 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>VIII.3 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>VIII.3 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Access 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD VIII</b></p> <p><b>VIII.1 Populate (enter data into) and edit fields and records.</b></p> <p><b>Project 6: Creating an application system using macros, wizards, and the switchboard manager</b></p>	<p>VIII.1 Access 2002, Project 6</p> <ul style="list-style-type: none"> <li>• Create and use lookup fields.</li> <li>• Create and use input masks.</li> <li>• Add single-field controls to reports and forms.</li> <li>• Add calculated controls to reports.</li> <li>• Create, modify, and run macros.</li> <li>• Create a copy of a macro.</li> <li>• Create and use a switchboard.</li> <li>• Modify switchboard pages and items.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 6 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>VIII.1 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>VIII.1 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Access 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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**Communications NBEA Academic Content Standard—Oral Communication # I:  
Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.**

<b>ESSENTIAL CONTENT PERFORMANCE STANDARD</b>	<b>CONTENT &amp; INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS</b> <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ☺</i>	<b>ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT</b>	<b>RESOURCES AND MATERIALS</b>
<p><b>STANDARD I</b></p> <p><b>I.A.7 Use technology to enhance oral presentations.</b></p> <p><b>Project 3: Using Visuals to Enhance a Slide Show</b></p>	<p>I.A.7 PowerPoint 2002, Project 3</p> <ul style="list-style-type: none"> <li>• Create presentations using visuals.</li> <li>• Open a Microsoft Word outline as a presentation.</li> <li>• Modify a clip.</li> <li>• Customize bullets using the slide master.</li> <li>• Insert and format a table.</li> <li>• Create and format an organization chart.</li> <li>• Apply a new design template to a single slide.</li> <li>• Rearrange slides.</li> <li>• Add an animation scheme to selected slides.</li> <li>• Print slides as handouts.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 3 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>I.A.7 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>I.A.7 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: PowerPoint 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD I</b></p> <p><b>I.A.7 Use technology to enhance oral presentations.</b></p> <p><b>Project 4: Modifying Visual Elements and Presentation Formats</b></p>	<p>I.A.7 PowerPoint 2002, Project 4</p> <ul style="list-style-type: none"> <li>• Create presentations using the AutoContent Wizard.</li> <li>• Modify a presentation template by changing the color scheme.</li> <li>• Add information to the Footer Area of the slide master.</li> <li>• Add a bitmap graphic to a background.</li> <li>• Create and scale a WordArt element and add it to a slide.</li> <li>• Add sound effects to slides.</li> <li>• Insert an Excel chart on a slide.</li> <li>• Insert a Word table on a slide.</li> <li>• Add hyperlinks to slides and apply transition effects to a presentation.</li> <li>• Rehearse presentation timings.</li> <li>• Print speaker notes.</li> <li>• Run a slide show with hyperlinks.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 4 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>I.A.7 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>I.A.7 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: PowerPoint 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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### Information Technology NBEA Academic Content Standard #V:

**Identify, evaluate, select, install, use, upgrade, and customize applications software: diagnose and solve problems resulting from an application software's installation and use**

<b>ESSENTIAL CONTENT PERFORMANCE STANDARD</b>	<b>CONTENT &amp; INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS</b> <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ©</i>	<b>ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT</b>	<b>RESOURCES AND MATERIALS</b>
<p><b>STANDARD V</b></p> <p><b>V.2 Use collaborative features of application software to complete simulated or real organization tasks.</b></p> <p><b>Project 4: Creating a Document with a Table, Chart, and Watermark</b></p>	<p>V.2 Word 2002, Project 4</p> <ul style="list-style-type: none"> <li>• Create a title page.</li> <li>• Insert an existing document into an open document.</li> <li>• Create headers and footers.</li> <li>• Format and chart a table.</li> <li>• Format paragraphs and characters.</li> <li>• Draw a table.</li> <li>• Create a watermark.</li> <li>• Reveal formatting.</li> </ul> <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 4 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul>	<p>V.2 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.2 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Word 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD V</b></p> <p><b>V.2 Use collaborative features of application software to complete simulated or real organization tasks.</b></p> <p><b>Project 5: Generating Form Letters, Mailing Labels, Envelopes, and Directories</b></p>	<p>V.2 Word 2002, Project 5</p> <ul style="list-style-type: none"> <li>• Explain the merge process.</li> <li>• Use the Mail Merge Wizard and the Mail Merge toolbar.</li> <li>• Identify the main document for form letters.</li> <li>• Work with autoshapes and the drawing canvas.</li> <li>• Create a data source.</li> <li>• Compose the main document for the form letters.</li> <li>• Merge and print form letters.</li> <li>• Address and print mailing labels and envelopes.</li> <li>• Merge all data records to a directory.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 5 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>V.2 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.2 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Word 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD V</b></p> <p><b>V.2 Use collaborative features of application software to complete simulated or real organization tasks.</b></p> <p><b>Project 6: Creating a Professional Newsletter</b></p>	<p>V.2 Word 2002, Project 6</p> <ul style="list-style-type: none"> <li>• Understand desktop publishing terminology.</li> <li>• Create and format a WordArt drawing object.</li> <li>• Format a document into multiple columns.</li> <li>• Create a pull-quote.</li> <li>• Insert and format text boxes.</li> <li>• Enhance the newsletter with color and a page border.</li> <li>• Insert and format a diagram.</li> <li>• Insert, view, and edit comments.</li> <li>• Highlight and animate text.</li> <li>• Compare and merge documents.</li> </ul> <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 6 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul>	<p>V.2 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.2 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Word 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD V</b></p> <p><b>V.3 Use advanced features of common applications software (Excel).</b></p> <p><b>Project 4: Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks</b></p>	<p>V.3 Excel 2002, Project 4</p> <ul style="list-style-type: none"> <li>• Assign a name to a cell and refer to the cell in a formula by using the assigned name.</li> <li>• Determine the monthly payment of a loan using the financial function PMT.</li> <li>• Create a data table to analyze data in a worksheet.</li> <li>• Create an amortization schedule.</li> <li>• Determine a present value of a loan using the PV function.</li> <li>• Analyze worksheet data by changing values.</li> <li>• Use names and the Set Print Area command to print sections of a worksheet.</li> <li>• Protect and unprotect cells in a worksheet.</li> <li>• Use the formula checking features.               <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 4 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>V.3 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.3 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Excel 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD V</b></p> <p><b>V.3 Use advanced features of common applications software (Excel).</b></p> <p><b>Project 5: Creating, Sorting, and Querying a Worksheet Database</b></p>	<p>V.3 Excel 2002, Project 5</p> <ul style="list-style-type: none"> <li>• Create a worksheet database.</li> <li>• Add computational fields to a database.</li> <li>• Use the VLOOKUP function to look up a value in a table.</li> <li>• Change the range assigned to a named database.</li> <li>• Use a data form to display records, add records, delete records, sort fields, and change field values in a worksheet database.</li> <li>• Display automatic subtotals in a database.</li> <li>• Find records using a data form.</li> <li>• Filter a database using autofilter.</li> <li>• Use a criteria range on the worksheet.</li> <li>• Extract records and display records that meet comparison criteria.                             <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 5 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul> </li> </ul>	<p>V.3 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.3 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Excel 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>

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<p><b>STANDARD V</b></p> <p><b>V.3 Use advanced features of common applications software (Excel).</b></p> <p><b>Project 6: Creating Templates and Working with Multiple Worksheets and Workbooks</b></p>	<p>V.3 Excel 2002, Project 6</p> <ul style="list-style-type: none"> <li>• Create and use a template.</li> <li>• Utilize custom format codes.</li> <li>• Define, apply, and remove a style.</li> <li>• Add a worksheet to a workbook.</li> <li>• Create formulas that use 3-D references.</li> <li>• Consolidate data within the same workbook.</li> <li>• Draw a 3-D cylinder chart.</li> <li>• Use wordart to create a title.</li> <li>• Create and modify lines and objects.</li> <li>• Add comments to cells.</li> <li>• Use find and replace commands.</li> </ul> <ul style="list-style-type: none"> <li>✓ In-class hands-on instruction through project 6 components.</li> <li>✓ Students will complete various lab projects individually.</li> </ul>	<p>V.3 Teacher instruction, observation and answer questions.</p> <p>Evaluate keyed, formatted, and edited computer lab projects.</p>	<p>V.3 <u>Microsoft Office XP: Advanced Concepts and Technologies</u></p> <p>Computers</p> <p>Microsoft Office XP: Excel 2002</p> <p>Student data files disk and teacher solution files disk</p> <p>Internet</p>