

Guthrie High School

Business Department

Computer Applications 3 / Course Number: 2554

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications 1 & 2

COURSE DESCRIPTION: This course is designed as the third in the series of integrated Office applications. It will provide students with advanced word processing, desktop publishing, spreadsheet and multimedia skills using a variety of software applications.

Week	Content – PASS Standard(s) Instructional Technology Advanced Level prior to completion of Grade 12	PASS Skill(s)	Assessments	Resources & Inventions
1	Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services. Standard 3: The student will demonstrate knowledge of technology productivity tool. Standard 4: The student will demonstrate knowledge of technology communications tools. Standard 5: The student will demonstrate knowledge of technology research tools. Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.	3.1,3.2,4.1,4.3,5.3,5.4, &6.2		Project 1 Sales Conference Documents <i>Integrated Business Projects</i>
2	Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services. Standard 3: The student will demonstrate knowledge of technology productivity tool. Standard 4: The student will demonstrate knowledge of technology communications tools. Standard 5: The student will demonstrate knowledge of technology research tools. Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		Project 2 Sales Documents <i>Integrated Business Projects</i>

3	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 3 Mass Mailings Integrated Business Projects Handouts</p>
4	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 4 Presentations Integrated Business Projects</p>
5	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 5 Integrated Assignments Integrated Business Projects</p>

6	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 6 Inventory Worksheets <i>Integrated Business Projects</i></p>
7	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 7 Employee Records Worksheet <i>Integrated Business Projects</i></p>
8	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 8 Departmental Sales Workbook <i>Integrated Business Projects</i></p>

9	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 9 Sales Forecasting <i>Integrated Business Projects</i></p>
10	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 10 Petty Cash Fund Worksheet <i>Integrated Business Projects</i></p>
11	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Project 11 Build Book Inventory Worksheet with Hyperlink to Internet <i>Integrated Business Projects</i></p>

12	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 1 Getting Started with a Database</p> <p>Office XP: A Comprehensive Approach</p>
13	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 2 Adding and Editing Data</p> <p>Office XP: A Comprehensive Approach</p>
14	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 3 Finding and Sorting Records</p> <p>Office XP: A Comprehensive Approach</p>

15	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 4 Creating Databases and Tables</p> <p>Office XP: A Comprehensive Approach</p>
16	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 5 Managing Data Integrity</p> <p>Office XP: A Comprehensive Approach</p>
17	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 6 Adding Forms to a Database</p> <p>Office XP: A Comprehensive Approach</p>

18	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 7 Adding Reports to a Database</p> <p>Office XP: A Comprehensive Approach</p>
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