SWEETWATER UNION HIGH SCHOOL DISTRICT

DIVISION OF ADULT EDUCATION

Career Technical Education

## Computer Applications Intermediate

### COURSE APPROVAL

Mission: The Division of Adult Education, a community-focused organization, promotes and facilitates life-long learning for adults to meet the challenges of the 21st century.

Student Learning Outcomes

* Students will establish personal, academic and/or workforce goals and demonstrate progress toward them
* Students will solve problems
* Students will communicate clearly and collaborate with others
* Students will use resources, including technology, to research, organize and communicate information

##### Course approved by the Board of Trustees

##### Course Revision:

#### Computer Applications Intermediate

# Course Information

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| **Course Title:** | **Computer Applications Intermediate** |
| **CTE Industry Sector:** | **Information and Communication Technologies (ICT)** |
| **Career Pathway:** | **Information Support and Services (ISS)** |

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| **Course Level:** |  | Introductory | x | Concentration | x | Capstone |

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| **Course Number:** | **0668** |
| **CBEDS Title:** | **Advanced Information Support Services** |
| **CBEDS Number:** | **8112** |

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| Course Hours: | **260** |
| Prerequisites: | **Computer Applications Beginning** |
| Evaluation: | 1. Satisfactory participation in class discussions.  2. Satisfactory completion of required assignments as evaluated by the instructor.  3. Satisfactory completion of written objective and subjective examinations on assigned materials. |
| Conditions for Repetition: | Students who have failed to satisfactorily meet the course objectives because of insufficient attendance or inability to master content may, with permission, repeat the course. |
| Articulation Information: | Southwest Community College:  Word Processing BUS 200A  Spreadsheet Software-Excel CIS 122B  Microcomputer Database Software: Access CIS 134 |
| Academic Credit: | 1 credit each |
| High School Elective Credit: | 2 elective credits |
| **Advisory Committee Meetings:** | **Annually** |

**Course Description**

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| This course builds on the Introductory course and provides advanced training in Microsoft Office 2016. Students learn how to integrate programs and work with advanced tools and features. Students also gain knowledge of productivity Apps for school and work such as Microsoft OneNote, Sway, Office 365 and Edge in Office 2016 and Windows 10.  Students will engage in leadership activities throughout their CTE pathway. These leadership outcomes will be based on the **Standards for Career Ready Practice (SCRP)** listed below. Leadership categories include Personal Growth and Professional Responsibility, Growing Leaders, and Community Outreach. Students will gather evidence of leadership outcomes to put in a portfolio project with will be completed at the end of the pathway. Students have opportunity to present their portfolios in academic classrooms to peers and teachers, as part of annual school events (Workforce of the Future event, Industry Advisory, etc.). A selection of portfolio projects will also be posted on the Sweetwater Adult CTE website: http://adultcte.weebly.com/ |
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**Instructional Strategies**

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| Teacher lectures and demonstrations ….15% Class discussions/exercises 15% Lab practice on computers 50%  Group/individual reports/ projects 15%  Testing exams/quizzes 5% |

**Instructional Materials**

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| Textbook: Beskeen/Cram/Duffy/Friedrichsen/Wermers, Illustrated Microsoft Office 365 & Office 2016 Intermediate  Software: Microsoft Office 2016.  Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material. |

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| **Sequence of Courses** | **Course Level** | | | **Primary Funding Source** | | **Perkins**  **Funded** | **Total Duration** |
| Name of Course | Intro. | Concentration | Capstone | District/COE | ROCP | Yes or No | (In hours) |
| Computer Applications Introductory | x |  |  |  |  | Yes | 260 |
| Computer Applications Intermediate |  | x | x | X |  | Yes | 260 |
| * Student can choose from the following groups: | | | | | | | |
| Keyboarding | x |  |  |  |  | Yes |  |
| Administration Professional |  | x |  |  |  |  |  |

**Career Plan: How this Course fits into the Course Sequence**

**California Academic and Career Technical Education Standards**

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| Information and Communication Technologies Knowledge and Performance Anchor Standards | |
| 1.0 Academic | See below |
| 2.0 Communication | 2.0-2.6 |
| 3.0 Career Planning & Management | 3.1-3.4, 3.9 |
| 4.0 Technology | 4.1-4.4 |
| 5.0 Problem Solving & Critical Thinking | 5.1-5.7 |
| 6.0 Health & Safety | 6.1-6.2, 6.5-6.6 |
| 7.0 Responsibility & Flexibility | 7.2-7.7 |
| 8.0 Ethics & Legal Responsibilities | 8.3-8.4, 8.6-8.8 |
| 9.0 Leadership & Teamwork | 9.1-9.3, 9.6-9.7 |
| 10.0 Technical Knowledge & Skills | 10.1-10.6, 10.8-10.12 |
| 11.0 Demonstration & Application | 11.2, 11.5 |

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| Information Support and Services Pathway | |
| A1.0 Describe the role of information and communication technologies in organizations | A1.1, A1.3 |
| A3.0 Access and transmit information in a networked environment | A3.2, A3.5 |
| A7.0 Support and train users on various software, hardware, and network systems | A7.2, A7.3 |
| Academic Standards | |
| English Language Arts: Language Standards | 11-12.1 – 11.12.4 |
| English Language Arts: Reading Standards for Informational Text | 11-12.7, |
| English Language Arts: Writing Standards | 11-12.4, 11-12.6, 11-12.8 |
| Mathematics: Algebra | 2, 4 |
| Mathematics: Functions- Interpreting Functions | 1, 6 |

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| Standards for Career Ready Practices |
| **1. Apply appropriate technical skills and academic knowledge to successfully complete this Module.**  **2. Collect work samples, pictures, and other evidence to include in portfolio.**  **3. Student will develop and implement SMART goal related to this Module’s activities.**  **7. Student will act responsibly in the classroom by following classroom rules, showing up on time, and being prepared.**  **8. Develop a digital weekly schedule to meet deadlines and keep track of specific tasks. This can be in Google Calendar or another program.**  **9. Review their role as part of the team; expectations, responsibilities, etc.**  **12. Student will review and comply with internet policies for the school district.** |

# Course Goals

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| 1. Become proficient in the use of MS Office 2016 applications |
| 1. Successfully apply productivity apps OneNote 2016, Sway, and Microsoft Edge for school and work. |
| 1. Proficient in integration of Word, Excel, Access, and PowerPoint |
| 1. Proficient in embedding, linking, and delivery of documents, workbooks, dbases, and presentations. |
| 1. Successfully complete MOS Office Specialist Certification |

# Instructional Modules - Word

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| **Creating and Formatting Tables** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create, modify, customize and use calculations in a table. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.**Insert a table |
| **2.** Insert and delete rows and columns. |
| **3.** Modify rows and columns. |
| **4.** Sort table data. |
| **5.** Split and merge cells. |
| **6.** Perform calculations in tables. |
| **7.** Apply a table style. |
| **8.** Customize a table format. |

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| **Illustrating Documents with Graphics** | **Class Hrs.** | **3** | **Lab Hrs.** | **10** |

Description:

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| Students will insert, size, and scale a graphic. Create a WordArt and a chart. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Insert a graphic. |
| **2.** Size and scale a graphic. |
| **3.** Position a graphic. |
| **4.** Create a text box. |
| **5.** Create WordArt. |
| **6.** Draw Shapes. |
| **7.** Create a chart. |
| **8.** Finalize page layout. |

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| **Themes and Building Blocks** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description

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| Students will apply and customize theme and building blocks. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Apply styles to text. |
| **2.** Apply a theme. |
| **3.** Customize a theme. |
| **4.** Insert a sidebar. |
| **5.** Insert Quick Parts. |
| **6.**Add a cover page |
| **7.** Create building blocks. |
| **8.** Insert building blocks. |

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| **Merging Documents** | **Class Hrs.** | **3** | **Lab Hrs.** | **10** |

Description:

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| Students will create, design, and execute a mail merge. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Understand Mail Merge. |
| **2.** Create a Main Document. |
| **3.** Design a data source. |
| **4.** Enter and Edit Records. |
| **5.** Add Merge Fields. |
| **6.** Merge data. |
| **7.** Create Labels. |
| **8.** Sort and filter records. |

# Instructional Modules - Excel

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| **Analyzing Data Using Formulas** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create complex formulas and functions for calculation. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Format data using text functions. |
| **2.** Sum a data range based on conditions. |
| **3.** Consolidate data using a formula. |
| **4.** Check formulas for errors. |
| **5.** Construct formulas using named ranges. |
| **6.** Build a logical formula with the IF function. |
| **7.** Build a logical formula with the ADD function. |
| **8.** Calculate payments with the PMT function. |

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| **Managing Workbook Data** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will customize and protect worksheets within a workbook for distribution. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** View and arrange worksheets. |
| **2.** Protect worksheets and workbooks. |
| **3.** Save custom views of a worksheet. |
| **4.** Add a worksheet background. |
| **5.** Prepare a workbook for distribution. |
| **6.** Insert hyperlinks. |
| **7.** Save a workbook for distribution. |
| **8.** Group Worksheets. |

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| **Managing Data Using Tables** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will plan, create and format a complex table of data. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Plan a table. |
| **2.** Create and format a table. |
| **3.** Add table data. |
| **4.** Find and replace table data. |
| **5.** Delete table data. |
| **6.** Sort Table Data. |
| **7.** Use formulas in a Table. |
| **8.** Print a table. |

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| **Analyzing Table Data** | Class Hrs. | 3 | Lab Hrs. | **10** |

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| Students will create a custom filter. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Filter a table. |
| **2.** Create a custom filter. |
| **3.** Filter a table with the advanced filter. |
| **4.** Extract table data. |
| **5.** Look up values in a table. |
| **6.** Summarize table data. |
| **7.** Validate Table data. |
| **8.** Create subtotals. |

# Instructional Module - Access

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| **Modifying the Database Structure** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will link tables within a database to create a relational database. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Examine relational databases. |
| **2.** Design related tables. |
| **3.** Create one-to-many relationships. |
| **4.** Create Lookup Fields. |
| **5.** Modify short text fields. |
| **6.** Modify number and currency fields. |
| **7.** Modify date/time fields. |
| **8.** Modify validation properties. |
| **9.** Create attachment fields. |

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| **Improving Queries** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create queries to analyze information. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Create multiple queries. |
| **2.** Apply sorts and View SQL. |
| **3.** Develop AND criteria. |
| **4.** Develop OR criteria. |
| **5.** Create calculated fields. |
| **6.** Build summary queries. |
| **7.** Build crosstab queries. |
| **8.** Create a report on a query. |

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| **Enhancing Forms** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create a complex form. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Use form design view. |
| **2.** Add sub forms. |
| **3.** Align control edges. |
| **4.** Add a combo box for data entry. |
| **5.** Add a combo box to find records. |
| **6.** Add command buttons. |
| **7.** Add option groups. |
| **8.** Add tab controls. |

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| **Analyzing Data With Reports** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create a report to analyze date. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Use report design view. |
| **2.** Create parameter reports. |
| **3.** Apply conditional formatting**.** |
| **4.** Add lines. |
| **5.** Use the format painter and themes. |
| **6.** Add sub reports. |
| **7.** Modify section properties. |
| **8.** Create summary reports. |

# Instructional Module - PowerPoint

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| **Working with Advanced Tools & Masters** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will customize a slideshow using Masters and advanced tools. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Draw and format connectors. |
| **2.** Use advanced formatting tools. |
| **3.** Customize animation effects. |
| **4.** Create custom slide layouts. |
| **5.** Format master text. |
| **6.** Change master text indents. |
| **7.** Adjust text objects. |
| **8.** Use templates and add comments. |

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| **Enhancing Charts** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create and customize a chart into a slideshow. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Work with charts in PowerPoint. |
| **2.** Change chart design and style. |
| **3.** Customize a chart. |
| **4.** Format Chart Elements. |
| **5.** Animate a chart. |
| **6.** Embed an Excel Chart. |
| **7.** Link an Excel Worksheet. |
| **8.** Update a linked Excel worksheet. |

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| **Inserting Graphics, Media and Objects** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create and design SmartArt graphics, digital video and audio, hyperlinks, and action buttons into a slideshow. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Create a custom table. |
| **2.** Design a SmartArt Graphic. |
| **3.** Enhance a SmartArt graphic. |
| **4.** Insert and edit digital video. |
| **5.** Insert and trim audio. |
| **6.** Edit and adjust a picture. |
| **7.** Add action buttons. |
| **8.** Insert Hyperlinks. |

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| **Using Advanced Features** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will customize handouts, notes, for distribution. They will complete a work simulation project to reinforce these learned skills. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Customize handout and notes masters. |
| **2.** Send a presentation for review. |
| **3.** Combine reviewed presentations. |
| **4.** Set up a slide show. |
| **5.** Create a custom show. |
| **6.** Prepare a presentation for distribution. |
| **7.** Create a photo album. |
| **8.** Deliver a presentation online. |

**Instructional Module – Integration**

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| **Integrating Word & Excel Project** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will integrate a document and spreadsheet in a work simulation project to reinforce these skills. This module should be completed after the completion of Word and Excel Modules. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Use past special to modify formatting. |
| **2.**Create a hyperlink between Word and Excel |
| **3.** Create an Excel Spreadsheet in Word. |
| **4.** Embed an Excel file in Word. |
| **5.** Change link sources. |
| **2.** Export an Access report to Word. |

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| **Integrating Word and Access** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will integrate a data from a database into a document in a work simulation project to reinforce learned skills. This module should be completed after the completion of Word and Access Modules. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Merge from Access to Word. |

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| **Integrating Word, Excel, Access & PowerPoint** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will insert a Access table, Word object, and link an Excel file to PowerPoint in a work simulation project to reinforce learned skills. This module should be completed after the completion of Word, Excel, Access, and PowerPoint. |
| **Competency:** Upon Completion of this course, the student is able to: |
| **1.** Insert an Access table into PowerPoint. |
| **2.** Insert Word objects into PowerPoint. |
| **3.** Link an Excel file into PowerPoint. |
| **4.** Create PowerPoint handouts in Word. |
| **5.** Embed a PowerPoint slide in Word. |

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| **Totals** | **Theory Hrs.** | **60** | **Lab Hrs.** | **200** | **Total Hrs.** | **260** |