

**EL DORADO UNION HIGH SCHOOL DISTRICT
Educational Services**

Course of Study Information Page

Course Title: Computer Technology 5 (#484) & Computer Technology 6 (#488)	
Rationale: A continuum of courses, including advanced classes in technology is needed. At Union Mine, the 4 x 4 schedules create an immediate need for additional elective options. This course provides the opportunity for students to increase their technical skills through a year-long (one term) course. In addition, this course offers students the opportunity to explore video production as a possible career option.	
Course Description: This course will cover more advanced Microsoft office 2000/XP functionality for skilled users, including such topics as macros and Visual Basic for Applications (VBA). Included are two or three projects for each application in the suite, plus a capstone case study integrating the applications and using more advanced Microsoft office 2000/XP features. This course is approved for the Microsoft office user Specialist (MOUS) program Certification Exam at the Expert Level when used in a three-course sequence with Microsoft Office 2000/XP Introductory Concepts and Techniques and Advanced Microsoft Office 2000/XP Concepts and Techniques.	
How Does This Course Align With or Meet State and District Content Standards? (Please attach a copy of the standards used) –	
Length of Course:	Year – UMHS Two semesters - EDHS, PHS, ORHS, IHS
Grade Level:	10-12
Credit: <input checked="" type="checkbox"/> Number of units: 5 credits <input type="checkbox"/> Meets graduation requirements <input type="checkbox"/> Request for UC "a-g" requirements <input type="checkbox"/> College Prep <input type="checkbox"/> Elective <input type="checkbox"/> Vocational	5 units per semester
Prerequisites:	Successful completion of Computer Technology ½ and Computer Technology 3/4
Department(s):	Business/Technology
District Sites:	EDHS, ORHS, PHS, UMHS, IHS
Board of Trustees Adoption Date:	January 22, 2002
Textbook(s)/Instructional Materials:	
Date Adopted by the Board of Trustees:	

EL DORADO UNION HIGH SCHOOL DISTRICT
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Department: Business/Technology
 Course Title: Computer Technology 5 and 6

SEMESTER 1 – WORD PROJECT 7: Working with a Master Document, an Index, and a Table of Contents

GOAL: Students will be introduced to advanced techniques for creating, editing, and mapping a document

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
<ol style="list-style-type: none"> 1. Insert, modify, review, and delete comments. 2. Track changes in a document. 3. Save multiple versions of a document. 4. Accept and reject tracked changes. 5. Embed an Excel worksheet into a Word document. 6. Add and modify a caption. 7. Create a cross-reference. 8. Mark index entries. 9. Keep paragraphs together. 10. Add an autoshape. 11. Group drawing objects. 12. Create a table of figures. 13. Build and modify an index. 14. Add a bookmark. 15. Create alternating headers 16. Set a gutter margin 17. Use the Document Map 	<ol style="list-style-type: none"> 1. Read Project 7 “Working with a Master Document, an Index, and a Table of Contents” 2. Complete Project 7 Vocabulary 3. Complete Project 7 4. Complete “In the Lab #3” 5. Complete Project 7 exam with a passing score of at least 70%

Content Area Standards (Please identify the source)
The students will achieve the following content standards:
National Technology Standards: 1, 2, 4, 5, and 6 EDCOE Technology Standards and Competencies: Basics and Research Applications and Presentations Multimedia/Desk Top Publishing National Business Education Standards: Communication, Computation, and Information Technology California Business Education Standards: 1.0 Business Core 1.6 Information Technologies 4.0 Computer Science and Information Technology 4.1 Computer Science and Information Technology 4.3 Computer Science

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SEMESTER 1 – WORD PROJECT 8: Creating an Online Form

GOAL: Students will be able to create an online form

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
<ol style="list-style-type: none"> 1. Design an online form. 2. Create a document template. 3. Highlight text. 4. Insert a table into a form. 5. Insert a text box into a form. 6. Insert a drop-down list box into a form 7. Insert a check box into a form. 8. Format form fields 9. Use the Format Painter button 10. Add Help text to form fields. 11. Draw and format a rectangle. 12. Animate text. 13. Protect a form. 14. Open a new document based on a template. 15. Fill out a form. 16. Save data on a form in a text file. 17. Modify the location of workgroup templates. 	<ol style="list-style-type: none"> 1. Read Project 8 "Creating an Online Form" 2. Complete Project 8 Vocabulary 3. Complete Project 8 4. Complete "In the Lab #2" 5. Complete Project 8 exam with a passing score of at 70%

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SEMESTER 1 – WORD PROJECT 9: Using Visual Basic for Applications (VBA) with Word
GOAL: Students will be introduced to VBA code through Word

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Set a security level in Word. 2. Unprotect a document. 3. Format a character as an in margin drop cap. 4. Create a new file. 5. Fill a drawing object with a bitmap picture. 6. Add 3-D effect to a drawing object. 7. Record and execute a macro. 8. View a macro's VBA code. 9. Add comments to a macro's VBA code. 10. Modify a macro's VBA code. 11. Add code statements in a VBA code. 12. Insert a VBA procedure. 13. Plan a VBA procedure. 14. Enter code statement in a VBA procedure. 15. Run a macro when a user exits a form field. 16. Insert an Active X control. 17. Format and set properties for an Active X control. 18. Write a VBA procedure for an Active X control.	1. Read Project 9 "Using Visual Basic for Applications (VBA) with Word" 2. Complete Project 9 Vocabulary 3. Complete Project 9 4. Complete "In the Lab #1" 5. Complete Project 9 exam with a passing score of at least 70%

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SEMESTER 1 – EXCEL PROJECT 7: Using Visual Basic for Application (VBA) with Excel

GOAL: Students will be introduced to VBA code through Excel

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
<ol style="list-style-type: none"> 1. Use the Undo button to undo multiple changes. 2. Use passwords to allow and authorized user to access the protection scheme. 3. Use the macro recorder to create a macro. 4. Execute a macro. 5. Customize a menu toolbar by adding a button. 6. Customize a menu by adding a command. 7. Understand Visual Basic for Application code. 8. Add controls to a worksheet, such as command buttons, scroll bar, check boxes, and spin buttons. 9. Assign properties to controls. 10. Write a procedure to automate data entry into your worksheet. 11. Validate incoming data. 12. Explain event-driven programs. 	<ol style="list-style-type: none"> 1. Read Project 7 "Using Visual Basic for Application (VBA) with Excel" 2. Complete 7 Vocabulary 3. Complete Project 7 4. Complete "In the Lab #2" 5. Complete Project 7 exam with a passing score of at least 70%

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SEMESTER 1 – EXCEL PROJECT 8: Auditing, Data Validation, and Solving Complex Problems

GOAL: Students will be able to validate, audit, and solve complex problems in Excel spreadsheets.

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Use the Auditing toolbar to analyze a worksheet. 2. Add validation rules to cells. 3. Use trail and error to solve a problem on a worksheet. 4. Use Excel's Solver to solve a complex problem. 5. Password protect a workbook file. 6. Use Excel's Scenario Manager to record and save different sets of what-if assumptions and the corresponding results. 7. Create a Scenario Summary of Scenarios 8. Create a Scenario Pivot Table. 9. Set and change the properties of a worksheet.	1. Read Project 8 "Auditing, Data Validation, and Solving complex Problems" 2. Complete Project 8 Vocabulary 3. Complete Project 8 4. Complete "Cases and Places #4" 5. Complete Project 8 exam with a passing score of at least 70%

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SEMESTER 1 – EXCEL PROJECT 9: Importing External Data, Tracking and Routing Changes, and Creating Data Maps Pivot

GOAL: Students will be able to create spreadsheets that can be used to show variations in data

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Important data from a text file. 2. Important data From an Access data base. 3. Important data from a Web page. 4. Insert, edit, and remove a comment. 5. Explain collaboration techniques. 6. Track changes and share a workbook. 7. Route a worksheet to a data other users. 8. Accept and reject tracked changes made to a workbook. 9. Create, edit, and format a data map. 10. Create a PivotChart and PivotTable. 11. Analyze a worksheet data base using a PivotChart. 12. Analyze a worksheet database using a PivotTable. 13. Explain the concepts of sharing and merging workbooks.	1. Read Project 9 "Importing External Data, Tracking and Routing Changes, and Creating Data Maps, PivotCharts, and PivotTables" 2. Complete Project 9 Vocabulary 3. Complete Project 9 4. Complete "In the Lab #3" 5. Complete Project 9 exam with a passing score of at least 70%

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SEMESTER 2 – ACCESS PROJECT 7: Creating A Report Using Design View

GOAL: Students will be able to create a report in Access using design view

OBJECTIVES The student will:	SUGGESTED ACTIVITIES
<ol style="list-style-type: none"> 1. Open a database. 2. Create Additional Tables. 3. Import data from an ASCII text file. 4. Change layout. 5. Relate several tables. 6. Create a Lookup Wizard fields that use a separate table. 7. Change join properties in a query. 8. Change field properties in a query. 9. Filter a query's record set. 10. Create a parameter query. 11. Run a parameter query. 12. Create queries for reports. 13. Create a report. 14. Add fields to a report. 15. Modify a subreport. 16. Move a subreport. 17. Add a date. 18. Add a page number. 19. Bold labels. 20. Change margins 21. Create mailing labels. 22. Print mailing labels 	<ol style="list-style-type: none"> 1. Read Project 7 "Creating a Report in Design View" 2. Complete Project 7 Vocabulary 3. Complete Project 7 4. Complete "In the Lab #3" 5. Complete Project 7 exam with a passing score of at least 70%

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SEMESTER 2 – ACCESS PROJECT 8: Customizing Forms Using (VBA), Charts and PivotTable Objects

GOAL: Students will be able to customize forms in Access using VBA, charts, and PivotTable Objects

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Add command buttons to a form . 2. Modify VBA code associated with a command. 3. Add a combo box to a form . 4. Use a combo box. 5. Modify the properties of a combo box. 6. Create a form using Design view. 7. Add a subform to a form. 8. Add a chart to a form. 9. Create a PivotTable form. 10. Use a PivotTable form.	1. Read Project 8 “Customizing Forms Using VBA, Charts, and PivotTable Objects” 2. Complete Project 8 Vocabulary 3. Complete Project 8 4. Complete “In the Lab #3” 5. Complete Project 8 exam with a passing score of at least 70%

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National Technology Standards: 1, 2, 4, 5, and 6 EDCOE Technology Standards and Competencies: Basics and Research Applications and Presentations Multimedia/Desk Top Publishing National Business Education Standards: Communication, Computation, and Information Technology California Business Education Standards: 8.0 Business Core 1.6 Information Technologies 4.0 Computer Science and Information Technology 4.1 Computer Science and Information Technology 4.3 Computer Science

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SEMESTER 2 – ACCESS PROJECT 9: Administrating a Database System

GOAL: Students will be able to administer a basic database system

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Convert a database to an earlier version of Access.	1. Read Project 9 "Administering a Database System"
2. Use the table Analyzer, Performance Analyzer, and Document.	2. Complete Project 9 Vocabulary
3. Use an input mask.	3. Complete Project 9
4. Specify referential integrity options	4. Complete "In the Lab #1"
5. Open a database in exclusive mode.	5. Complete Project 9 exam with a passing score of at least 70%
6. Set a password.	
7. Encrypt a database	
8. Create a grouped data access page.	
9. Preview a data access page.	
10. Create and use a replica.	
11. Synchronize a Design Master and a replica.	
12. Create a new SQL query.	
13. Include only certain fields.	
14. Include all fields.	
15. Use a criterion involving a Numeric field.	
16. Use a criterion using a text field.	
17. Use a compound criterion.	
18. Use NOT in a criterion.	
19. Use a computed field.	
20. Sort the results.	
21. Use built-in functions.	
22. Use multiple functions in the same command.	
23. Use grouping.	
24. Restrict the groups that display.	
25. Join tables.	
26. Restrict the records in a join.	
27. Join multiple tables.	

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The students will achieve the following content standards:

National Technology Standards:

1, 2, 4, 5, and 6

EDCOE Technology Standards and Competencies:

Basics and Research Applications and Presentations Multimedia/Desk Top Publishing

National Business Education Standards:

Communication, Computation, and Information Technology

California Business Education Standards:

9.0 Business Core

1.6 Information Technologies

4.0 Computer Science and Information Technology

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SEMESTER 2 – POWER POINT PROJECT 5: Creating a Self-Running Presentation Using Animation Effects

GOAL: Students will be able to create a self-running presentation using animation effects

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
<ol style="list-style-type: none"> 1. Add a presentation within a presentation. 2. Insert animated clip art. 3. Apply animated effects. 4. Insert an Excel chart. 5. Build a PowerPoint chart or graph. 6. Add a table from Word. 7. Insert an Autoshape. 8. Rotate an Autoshape. 9. Customize a color scheme. 10. Omit background graphics from the master slide. 11. Set automatic slide timings. 12. Create a self-running presentation. 	<ol style="list-style-type: none"> 1. Read Project 5 "Cresting a Self-Running Presentation Using Animation" 2. Complete Project 5 Vocabulary 3. Complete Project 5 4. Complete "Cases and Places #4" 5. Complete Project 5 exam with a passing score of at least 70%

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SEMESTER 2 – POWER POINT PROJECT 6: Using Visual Basic for Applications (VBA) with PowerPoint

GOAL: Students will be able to produce a web page and create a slide summary

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
<ol style="list-style-type: none"> 1. Create a toolbar. 2. Customize a toolbar by adding a button. 3. Use the macro recorder to create a macro. 4. Customize a menu by adding a command. 5. Open a presentation and print it by executing a macro. 6. Understand Visual Basics for Applications Code. 7. Add controls, such as command buttons, option buttons, and check boxes to a form. 8. Assign properties to controls. 9. Create a form to automate data entry. 10. Write a procedure to automate data entry. 11. Create a user interface. 12. Use the Visual Basic Editor to enter a procedure. 13. Export an outline to Microsoft t Word 	<ol style="list-style-type: none"> 1. Read Project 6 "Using Visual Basic for Applications (VBA) with PowerPoint" 2. Complete Project 6 Vocabulary 3. Complete Project 6 4. Complete "In the Lab #1" 5. Complete project 6 exam with a passing score of at least 70%

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SEMESTER 2 – CULMINATING PORTFOLIO:

GOAL: Students will be able to produce a portfolio of that presents their knowledge of Microsoft Office and relates to careers in which MOUS certification is recommended

OBJECTIVES	SUGGESTED ACTIVITIES
The student will:	
1. Create a portfolio employing the Microsoft Office 2000 techniques learned in class.	1. Discuss requirements of portfolio, take MOUS certification test, discuss career choices and employability skills, create portfolio.

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