

# KPBSD Computer Applications IV Curriculum – 2017

Industry Standards					
<p><b>ESTABLISHED GOALS/STANDARDS</b></p> <p><b>Microsoft Word Expert:</b> (ISTE 1-a,b)(ISTE 6-a,b,c,d)  <b>Microsoft Excel Expert:</b> (ISTE 1-a,b)(ISTE 6-a,b,c,d)</p> <p><b>ALASKA STANDARDS ALIGNMENT:</b>  <a href="#">Computer Applications IV</a></p>	<p><b>Transfer Goals</b></p>				
	<p>Students will be able to independently use their learning to...</p> <ul style="list-style-type: none"> <li>• Create and edit projects performing advanced integration using Microsoft Word Expert and Microsoft Excel Expert.</li> <li>• Utilize software skills in personal and professional settings.</li> <li>• Apply software skills to advanced projects.</li> </ul>				
	<p><b>Meaning</b></p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">ENDURING UNDERSTANDINGS</th> <th style="width: 50%; text-align: center;">ESSENTIAL QUESTIONS</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Students will understand...</p> <ul style="list-style-type: none"> <li>• The full functionality of Microsoft Word Expert for creating and editing documents.</li> <li>• The full functionality of Microsoft Excel Expert for creating databases.</li> <li>• Software can assist us to organize and present data in a variety of ways.</li> <li>• Graphs and charts help us communicate and analyze data more efficiently.</li> </ul> </td> <td style="vertical-align: top;"> <p>Students will keep considering...</p> <ul style="list-style-type: none"> <li>• How can Microsoft Word Expert increase my productivity in my personal life and work place?</li> <li>• How can Microsoft Excel Expert increase my productivity in my personal life and workplace?</li> <li>• In what ways does Microsoft Excel Expert help me organize, analyze data, and share data?</li> </ul> </td> </tr> </tbody> </table>	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS	<p>Students will understand...</p> <ul style="list-style-type: none"> <li>• The full functionality of Microsoft Word Expert for creating and editing documents.</li> <li>• The full functionality of Microsoft Excel Expert for creating databases.</li> <li>• Software can assist us to organize and present data in a variety of ways.</li> <li>• Graphs and charts help us communicate and analyze data more efficiently.</li> </ul>	<p>Students will keep considering...</p> <ul style="list-style-type: none"> <li>• How can Microsoft Word Expert increase my productivity in my personal life and work place?</li> <li>• How can Microsoft Excel Expert increase my productivity in my personal life and workplace?</li> <li>• In what ways does Microsoft Excel Expert help me organize, analyze data, and share data?</li> </ul>
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<b>Evaluative Criteria</b>		<b>Assessment Evidence</b>
Microsoft MOS Exam		To be certified in Microsoft Word Expert and Microsoft Excel Expert. Teacher made quizzes, performance tasks, and presentations.
<b>Resources</b>		
Microsoft Office Software KPBSD Canvas Course		