KPBSD Computer Applications III Curriculum – 2017

Industry Standards	
ESTABLISHED GOALS/STANDARDS	**Transfer Goals**

ESTABLISHED GOALS/STANDARDS **Microsoft Access:** (ISTE 1-a,b)(ISTE 6-a,b,c,d) **Microsoft Outlook:** (ISTE 1-a,b)(ISTE 6-a,b,c,d) **ALASKA STANDARDS ALIGNMENT:** **Computer Applications III**	**Transfer Goals**
	Students will be able to independently use their learning to… • Utilize a variety of features in Microsoft Access and Microsoft Outlook in their daily lives and workplace to increase productivity and efficiency. • Communicate and organize information in collaborative and meaningful ways.

Meaning	
ENDURING UNDERSTANDINGS	**ESSENTIAL QUESTIONS**
Students will understand… • The full functionality of Microsoft Access for creating and editing databases. • Databases can help us better organize and present data. • The full functionality of Microsoft Outlook for managing messages, calendars, groups, and contacts.	Students will keep considering… • How can Microsoft Access increase my productivity in my personal life and work place? • How can Microsoft Outlook increase my productivity and efficiency in my personal life and workplace? • How do Microsoft Office software products help me communicate more clearly? • In what ways can Microsoft Access and Outlook help collaboration in the workplace?

Acquisition	
Students will know… • How to use Microsoft Access to complete a variety of tasks (database, tables, queries, forms, and reports). • How to use Microsoft Outlook to manage, organize and schedule meetings and communications. • How to manage the Outlook environment for productivity.	Students will be skilled at… • Creating and managing a database. • Building tables and creating queries. • Creating and formatting forms and reports. • Creating, managing, and modifying databases. • Managing relationships and keys. • Navigating through a database. • Protecting and maintaining databases. • Printing and exporting data. • Building and managing tables and records. • Creating and modifying fields and queries. • Creating calculated fields and grouping within queries. • Configuring form and report controls. • Managing messages and schedules.

		• Organizing and managing appointments, meetings, and events. • Creating and managing contacts, groups and calendars.

Evidence

Evaluative Criteria	Assessment Evidence
Microsoft MOS Exam	To be certified in Microsoft Access and Outlook Teacher made quizzes, performance tasks, and presentations

Resources

Microsoft Access Software
Microsoft Outlook Software