

# KPBSD Computer Applications III Curriculum – 2017

Industry Standards					
<p><b>ESTABLISHED GOALS/STANDARDS</b></p> <p><b>Microsoft Access:</b> (ISTE 1-a,b)(ISTE 6-a,b,c,d)  <b>Microsoft Outlook:</b> (ISTE 1-a,b)(ISTE 6-a,b,c,d)</p> <p><b>ALASKA STANDARDS ALIGNMENT:</b>  <a href="#">Computer Applications III</a></p>	<b>Transfer Goals</b>				
	<p>Students will be able to independently use their learning to...</p> <ul style="list-style-type: none"> <li>• Utilize a variety of features in Microsoft Access and Microsoft Outlook in their daily lives and workplace to increase productivity and efficiency.</li> <li>• Communicate and organize information in collaborative and meaningful ways.</li> </ul>				
	<b>Meaning</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0; text-align: center; padding: 5px;"><b>ENDURING UNDERSTANDINGS</b></th> <th style="background-color: #e0e0e0; text-align: center; padding: 5px;"><b>ESSENTIAL QUESTIONS</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Students will understand...</p> <ul style="list-style-type: none"> <li>• The full functionality of Microsoft Access for creating and editing databases.</li> <li>• Databases can help us better organize and present data.</li> <li>• The full functionality of Microsoft Outlook for managing messages, calendars, groups, and contacts.</li> </ul> </td> <td style="padding: 5px; vertical-align: top;"> <p>Students will keep considering...</p> <ul style="list-style-type: none"> <li>• How can Microsoft Access increase my productivity in my personal life and work place?</li> <li>• How can Microsoft Outlook increase my productivity and efficiency in my personal life and workplace?</li> <li>• How do Microsoft Office software products help me communicate more clearly?</li> <li>• In what ways can Microsoft Access and Outlook help collaboration in the workplace?</li> </ul> </td> </tr> </tbody> </table>	<b>ENDURING UNDERSTANDINGS</b>	<b>ESSENTIAL QUESTIONS</b>	<p>Students will understand...</p> <ul style="list-style-type: none"> <li>• The full functionality of Microsoft Access for creating and editing databases.</li> <li>• Databases can help us better organize and present data.</li> <li>• The full functionality of Microsoft Outlook for managing messages, calendars, groups, and contacts.</li> </ul>	<p>Students will keep considering...</p> <ul style="list-style-type: none"> <li>• How can Microsoft Access increase my productivity in my personal life and work place?</li> <li>• How can Microsoft Outlook increase my productivity and efficiency in my personal life and workplace?</li> <li>• How do Microsoft Office software products help me communicate more clearly?</li> <li>• In what ways can Microsoft Access and Outlook help collaboration in the workplace?</li> </ul>
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		<ul style="list-style-type: none"> <li>• Organizing and managing appointments, meetings, and events.</li> <li>• Creating and managing contacts, groups and calendars.</li> </ul>
<b>Evidence</b>		
<b>Evaluative Criteria</b>	<b>Assessment Evidence</b>	
Microsoft MOS Exam	To be certified in Microsoft Access and Outlook Teacher made quizzes, performance tasks, and presentations	
<b>Resources</b>		
Microsoft Access Software Microsoft Outlook Software		