

# KPBSD Computer Applications III Curriculum – 2017

Industry Standards		
<b>ESTABLISHED GOALS/STANDARDS</b> <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)  <b>ALASKA STANDARDS ALIGNMENT:</b> <a href="#">Computer Applications III</a>	<b>Transfer Goals</b>	
	Students will be able to independently use their learning to... <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>	
	<b>ENDURING UNDERSTANDINGS</b> Students will understand... <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>	<b>ESSENTIAL QUESTIONS</b> Students will keep considering... <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>
	<b>Acquisition</b>	
	Students will know... <ul style="list-style-type: none"> <li>How to use Microsoft Access to complete a variety of tasks (database, tables, queries, forms, and reports).</li> <li>How to use Microsoft Outlook to manage, organize and schedule meetings and communications.</li> <li>How to manage the Outlook environment for productivity.</li> </ul>	Students will be skilled at... <ul style="list-style-type: none"> <li>Creating and managing a database.</li> <li>Building tables and creating queries.</li> <li>Creating and formatting forms and reports.</li> <li>Creating, managing, and modifying databases.</li> <li>Managing relationships and keys.</li> <li>Navigating through a database.</li> <li>Protecting and maintaining databases.</li> <li>Printing and exporting data.</li> <li>Building and managing tables and records.</li> <li>Creating and modifying fields and queries.</li> <li>Creating calculated fields and grouping within queries.</li> <li>Configuring form and report controls.</li> <li>Managing messages and schedules.</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>
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		