Auburn School District

Advanced Computer Applications, Microsoft Office Specialist

			Total Framework Hours up to: 360
CIP Code: 110699	☐Exploratory	☒Preparatory	Date Last Modified: January 2014
Career Cluster: Information Technology			Career Pathway: Business and Management

Unit Outline

	Hours
Unit 1: Digital Literacy (Computer Basics, Windows, Internet, Intro to Office, Publisher)	10
Unit 2: Word—Core	30
Unit 3: Excel—Core	30
Unit 4: PowerPoint	30
Unit 5: Word—Expert 1	30
Unit 6: Excel—Expert 1	30
Unit 7: Excel—Expert 2	40
Unit 8: Access	40
Unit 9: Outlook	30
Unit 10: OneNote	30
Unit 11: SharePoint	30
Unit 12: Word—Expert 2	30
Total Hours	**360**

UNIT 1 Digital Literacy

Performance Assessments:

By classifying and analyzing research information, students will learn how to use a computer safely and responsibly. They will gain confidence in computing through understanding the risks and threats to computer security and personal privacy and safety. The student will understand how to prevent intrusions from the internet. The information shared should include how computer applications are used in various careers.

Performance Tasks:

- Computer Ethics
- Introduction to Computer Security and Privacy
- Protecting your Computer
- The Internet
- Other Communications on the Internet

Online testing through Microsoft Office.com digital literacy course and/or equivalent.

Embedded Leadership Activities

21st Century Skills

5.B.1 Understand and utilize the most appropriate media creation tools, characteristics and conventions.

Activity: The students will research and develop Internet safety media to educate themselves, peers and others throughout the school and community. The students will dissipate this media into the school and the community.

STANDARDS AND COMPETENCIES

Standard/Unit:

1: The student will learn the needed foundation technology skills through integrated, research-based instructional strategies to develop confidence in using digital content and technology to create a 21st century citizen.

Competencies

1.1 Read, write, define, understand and use computer terminology.	1.7 State ways in which the honesty and integrity of coworkers affect work performance.
1.2 Read, interpret, and follow documentation concerning the care and operation of software and hardware.	1.8 Evaluate several occupational interests, based on various criteria (e.g., education requirements, starting salaries, and career ladder opportunities.
1.3 Identify and demonstrate the use of computer peripherals including printers, input devices, utilizing written and electronic references.	1.9 Relate the importance of education to meeting identified goals.
1.4 Demonstrate appropriate file management techniques.	1.10 Describe benefits of participating in school and community activities.
1.5 Demonstrate the purpose and care of computer components including peripherals.	1.11 Formulate strategies for working effectively with coworkers of varying age groups, cultures, and mental or physical abilities.
1.6 Use help menus and reference manuals as needed for technical help and formatting of documents.	

ALIGNED WASHINGTON STATE STANDARDS	

Communications
 	
COMMON CORE Speaking and Listening Standards
	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners building on others' ideas and expressing their own clearly and persuasively.
	    a. Come to discussions prepared, having read and researched material under study; explicitly draw on that preparation by referring to evidence from texts and other research on the topic or issue to stimulate a thoughtful, well-reasoned exchange of ideas.
	    b. Work with peers to set rules for collegial discussions and decision-making (e.g., informal consensus, taking votes on key issues, presentation of alternate views), clear goals and deadlines, and individual roles as needed.
	    c. Propel conversations by posing and responding to questions that relate the current discussion to broader themes or larger ideas; actively incorporate others into the discussion; and clarify, verify, or challenge ideas and conclusions.
	    d. Respond thoughtfully to diverse perspectives; summarize points of agreement and disagreement, and, when warranted, qualify or justify their own views and understanding and make new connections in light of the evidence and reasoning presented.
	SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.

Educational Technology	1.2.1 Communicate and collaborate to learn with others. 2.1.1 Practice personal safety. 2.1.2 Practice ethical and respectful behavior. 2.2.1 Develop skills to use technology effectively. 2.2.2 Use a variety of hardware to support learning. 2.3.2 Select and use online applications.
Health and Fitness	3.1.3 Evaluates environmental risks associated with certain occupational, residential, and recreational choices 3.3: Evaluates the impact of social skills on health. 3.3.1 Analyzes conflict situations
Reading COMMON CORE ENGLISH LANGUAGE ARTS & Literacy in History/Social Studies, Science, and Technical Subjects	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).

Language Standards COMMON CORE
ENGLISH LANGUAGE ARTS & Literacy in History/Social Studies, Science, and Technical subjects,
	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
	    a. Use parallel structure.*
	    b. Use various types of phrases (noun, verb, adjectival, adverbial, participial, prepositional, absolute) and clauses (independent, dependent; noun, relative, adverbial) to convey specific meanings and add variety and interest to writing or presentations.
	L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
	    a. Use a semicolon (and perhaps a conjunctive adverb) to link two or more closely related independent clauses.
	    b. Use a colon to introduce a list or quotation.

UNIT 2 Word Processing--Core

Performance Assessments:

Using decision-making skills, students demonstrate basic word processing skills by creating business documents such as memos, letters, reports, tables, and announcements. They should exhibit understanding and application of writing strategies including editing and proofreading skills throughout the process of drafting and finalizing of the creation of these documents.

Performance Tasks:

- Sharing and Maintaining Documents
- Formatting Content
- Applying Page Layout and Reusable Content
- Including Illustrations and Graphics in a Document
- Proofreading Documents
- Applying References and Hyperlinks
- Performing Mail Merge Operations

Assessment through Microsoft Office Specialist Word Core Exam or equivalent assessment.

Embedded Leadership Activities

21st Century Skills

3.A.4 Utilize multiple media and technologies, and know how to judge their effectiveness as well as their impact.

Students will mail merge an invitation for an upcoming FBLA meeting to all current business students.

STANDARDS AND COMPETENCIES

Standard/Unit:

2: Create and edit professional-looking documents in Microsoft Office Word for a variety of purposes and situations.

Competencies

1. Apply different views to a document.	16. Construct content in a document by using the Quick Parts tool.
2. Apply protection to a document.	17. Create and manipulate page backgrounds.
3. Manage document versions.	18. Create and modify headers and footers.
4. Share documents.	19. Insert and format Pictures in a document.
5. Save a Document.	20. Insert and format shapes, WordArt, and SmartArt.
6. Apply a template to a document.	21. Insert and format Clip Art.
7. Apply font and paragraph attributes.	22. Apply and manipulate text boxes.
8. Navigate and search through a document.	23. Validate content by using spelling and grammar checking options.
9. Apply indentation and tab settings to paragraphs.	24. Configure AutoCorrect settings.
10. Apply spacing settings to text and paragraphs	25. Insert and modify comments in a document.
11. Create tables.	26. Apply a hyperlink.
12. Manipulate tables in a document.	27. Create Endnotes and Footnotes in a document.
13. Apply bullets to a document.	28. Create a Table of Contents in a document.
14. Apply and manipulate page setup settings.	29. Setup mail merge
15. Apply themes.	30. Execute mail merge, including Print, preview.

ALIGNED WASHINGTON STATE STANDARDS

COMMON CORE Speaking and	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively.

Listening Standards	a. Come to discussions prepared, having read and researched material under study; explicitly draw on that preparation by referring to evidence from texts and other research on the topic or issue to stimulate a thoughtful, well-reasoned exchange of ideas. b. Work with peers to set rules for collegial discussions and decision-making (e.g., informal consensus, taking votes on key issues, presentation of alternate views), clear goals and deadlines, and individual roles as needed. c. Propel conversations by posing and responding to questions that relate the current discussion to broader themes or larger ideas; actively incorporate others into the discussion; and clarify, verify, or challenge ideas and conclusions. d. Respond thoughtfully to diverse perspectives; summarize points of agreement and disagreement, and, when warranted, qualify or justify their own views and understanding and make new connections in light of the evidence and reasoning presented. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNIT 3 Excel Spreadsheets--Core

Performance Assessments:

Students, individually or in a group, will demonstrate Microsoft Excel Core skills, will reason and analyze data and information related to business tasks such as maintaining inventory, accounting for expenses, sales and profits and summarizing data in table and graphic forms.

Performance Tasks:

- Managing the Worksheet Environment
- Creating Cell Data
- Formatting Cells and Worksheets
- Managing Worksheets and Workbooks
- Applying Formulas and Functions
- Presenting Data Visually
- Sharing worksheet data with other users
- Analyzing and Organizing Data

Assessment through Microsoft Specialist Core Exam or equivalent assessment.

Embedded Leadership Activities

21st Century Skills

6.A.1: Use technology as a tool to research, organize, evaluate and communicate information.

In and/or outside the classroom students will research the competences for the Core assessment through the use of internet, online videos, in addition to class discussions to prepare for the MOS certification.

STANDARDS AND COMPETENCIES

Standard/Unit:

3: Demonstrate Microsoft Excel Core skills by reasoning, analyzing data and information through spreadsheet creation and manipulation.

Competencies

1. Navigate through a worksheet.	16. Create formulas.
2. Print a worksheet or workbook.	17. Enforce precedence.
3. Personalize environment by using Backstage.	18. Apply cell references in formulas.
4. Construct cell data.	19. Apply conditional logic in a formula.
5. Apply AutoFill.	20. Apply named ranges in formulas.
6. Apply and manipulate hyperlinks.	21. Apply cell ranges in formulas.
7. Apply and modify cell formats.	22. Create charts based on worksheet data.
8. Merge or split cells.	23. Apply and manipulate illustrations.
9. Create row and column titles.	24. Create and modify images by using the Image Editor.
10. Hide and unhide rows and columns.	25. Apply Sparkline's.
11. Manipulate Page Setup options for worksheets.	26. Share spreadsheets by using Backstage.
12. Create and apply cell styles.	27. Manage comments.
13. Create and format worksheets.	28. Filter data.
14. Manipulate window views.	29. Sort data.
15. Manipulate workbook views.	30. Apply conditional formatting.

ALIGNED WASHINGTON STATE STANDARDS	
COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Math COMMON CORE	A-CED1 Create equations and inequalities in one variable and use them to solve problems. Include equations arising from linear and quadratic functions, and simple rational and exponential functions. A-CED2 Create equations in two or more variables to represent relationships between quantities; graph equations on coordinate axes with labels and scales.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNIT 4 PowerPoint

Performance Assessments:

Using decision-making, critical and creative thinking skills, individual students will demonstrate proper presentation skills and use of presentation software by:

PowerPoint 2010
- Managing the PowerPoint Environment
- Creating a Slide Presentation
- Working with Graphical and Multimedia Elements
- Creating Charts and Tables
- Applying Transitions and Animations
- Collaborating on Presentations
- Preparing Presentations for Delivery
- Delivering Presentations

PowerPoint 2013
- Create and Manage Presentations
- Insert and Format Shapes and Slides
- Create Slide Content
- Apply Transitions and Animations
- Management Multiple Presentations

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, Gmetrix or Microsoft Office User Specialist Exam or equivalent, and/or personal presentations delivered to an audience. Self, peers and instructor will evaluate the student's communication and artistic skills.

Embedded Leadership Activities

21st Century Skills

1.A.3: Think Creatively

Students will be recorded while presenting PowerPoint and will watch to self-evaluate presentation skills.

1.B.2: Work Creatively with Others

Students will peer-edit presentations giving constructive feedback. When feedback is received, student will edit presentation based on that feedback.

2.A.1: Reason Effectively

Students will apply formatting skills learned in MS Word to apply formatting in MS PowerPoint.

7.A.1: Adapt to Change

Students will be assigned group roles while collaborating.

7.B.2: Be Flexible

Students will receive feedback from peer-editing.

STANDARDS AND COMPETENCIES

Standard/Unit:

4: Students will create and present a properly formatted PowerPoint presentation.

Competencies

1	Adjust views.	13	Modify WordArt and shapes.	24	Manipulate animations.
2	Manipulate the PowerPoint window.	14	Manipulate SmartArt.	25	Manage comments in presentations.
3	Configure the Quick Access Toolbar.	15	Edit video and audio content.	26	Apply proofing tools.
4	Configure PowerPoint file options.	16	Construct and modify tables.	27	Save presentations.
5	Construct and edit photo albums.	17	Insert and modify charts.	28	Share presentations.
6	Apply slide size and orientation settings.	18	Apply chart elements.	29	Print presentations.
7	Add and remove slides.	19	Manipulate chart layouts.	30	Protect presentations.
8	Format slides.	20	Manipulate chart elements.	31	Apply presentation tools.
9	Enter and format text.	21	Apply built-in and custom animations.	32	Set up slide shows.
10	Format text boxes.	22	Apply effect and path options.	33	Set presentation timing.
11	Manipulate graphical elements.	23	Apply and modify transitions between slides.	34	Record presentations.
12	Manipulate images.				

ALIGNED WASHINGTON STATE STANDARDS	
COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source. SL4 Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks. SL5 Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNITS 5 and 6 Word Processing—Expert

Performance Assessments:

Collaboratively, using decision-making skills, students will demonstrate advanced word processing skills by creating business documents such as memos, letters, reports, tables, and announcements. They should exhibit understanding and application of writing strategies including editing and proofreading skills throughout the process of drafting and finalizing the creation these documents.

Performance Tasks:

- Sharing and Maintaining Documents
- Formatting Content
- Tracking and Referencing Documents
- Performing Mail Merge Operations
- Assessment Managing Macros and Forms

Assessment through Microsoft Office Specialist Word Expert Exam or equivalent assessment.

Embedded Leadership Activities

21st Century Skills

3.B.3 Assume shared responsibility for collaborative work, and value the individual contributions made by each team member.

Students will independently proof read and edit documents and then as a team compare and merge the document to create a final product.

STANDARDS AND COMPETENCIES

Standard/Unit:

5/6: Demonstrate advanced skills in Microsoft Office Word by enhancing professional documents and collaborating effectively.

Competencies

Configure Word options.		9	Create a Table of Authorities in a document.
1	Apply protection to a document.	10	Create an index in a document.
2	Apply a template to a document.	11	Execute Mail Merge.
3	Apply advanced font and paragraph attributes.	12	Create a Mail Merge by using other data sources.
4	Create tables and charts.	13	Create labels and forms.
5	Construct reusable content in a document.	14	Apply and manipulate macros.
6	Link sections.	15	Apply and manipulate macro options.
7	Review, compare, and combine documents.	16	Create forms.
8	Create a reference page.	17	Manipulate forms.

ALIGNED WASHINGTON STATE STANDARDS

COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).

UNITS 7 and 8 Excel--Expert

Performance Assessments:

Utilizing problem-solving and reasoning skills, students will be proficient with advanced formulas, functions, and data analysis tools. Students will be able to manipulate data for analysis, presentation, and collaboration. In addition, students will be able to manipulate Excel options to customize their environment to meet varying needs and enhance their productivity.

Performance Tasks:
- Sharing and Maintaining workbooks
- Applying Formulas and Functions
- Presenting data visually
- Working with Macros and Forms

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, Gmetrix or Microsoft Specialist Expert Exam and/or equivalent.

Embedded Leadership Activities

21st Century Skills

Critical Thinking and Problem Solving

2.D.1 Solve different kinds of non-familiar problems in both conventional and innovative ways.

2.D.2 Identify and ask significant questions that clarify various points of view and lead to better solutions.

The students will develop a plan to construct a freestanding structure with the least amount of cost. Using the skills learned from this activity, students will extend out to the school and community to develop budgets and plans.

STANDARDS AND COMPETENCIES

Standard/Unit:

7: The student will be able to efficiently and confidently use the Excel at the feature and functionality level.

8: The student will be proficient with advanced formulas, functions and data analysis tools.

Competencies

1. Apply workbook settings, properties, and data options.	8. Apply advanced chart features.
2. Apply protection and sharing properties to workbooks and worksheets.	9. Apply data analysis.
3. Maintain shared workbooks.	10. Create and manipulate PivotTables.
4. Audit formulas..	11. Create and manipulate Pivot Charts.
5. Manipulate formula options.	12. Create and manipulate macros.
6. Perform data summary tasks.	13. Insert and manipulate form controls.
7. Apply functions in formulas.	

ALIGNED WASHINGTON STATE STANDARDS

COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others. 1.3.2 Locate and organize information from a variety of sources and media.

Math **COMMON CORE**	A-CED1 Create equations and inequalities in one variable and use them to solve problems. Include equations arising from linear and quadratic functions, and simple rational and exponential functions. A-CED2 Create equations in two or more variables to represent relationships between quantities; graph equations on coordinate axes with labels and scales.
Reading **COMMON CORE**	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards **COMMON CORE**	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNIT 9 Access

Performance Assessments:

Utilizing problem-solving and reasoning skills, students will create, modify and extend functionality of basic database objects, including tables, queries, forms and reports.   Students will also be able to construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage by:

- Managing the Access Environment
- Building Tables
- Building Forms
- Creating and managing queries
- Designing Reports

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, Gmetrix or Microsoft Office User Specialist Exam or equivalent.

Embedded Leadership Activities

21st Century Skills

10.A.1:Set and meet goals, even in the face of obstacles and competing pressures

10.A.2: Prioritize, plan and manage work to achieve the intended result

The students will break into teams and complete a project using all project management levels and objectives. On completion, the students will possess the skills necessary to develop project management help for community and school members.

STANDARDS AND COMPETENCIES

Standard/Unit:

9: Students will use knowledge and skills to create and maintain an Access Database.

Competencies

1. Create and manage a database.	13. Construct queries.
2. Configure the Navigation Pane.	14. Manage source tables and relationships.
3. Apply Application Parts.	15. Manipulate fields.
4. Create tables.	16. Calculate totals.
5. Create and modify fields.	17. Generate calculated fields.
6. Sort and filter records.	18. Create reports.
7. Set relationships.	19. Apply Report Design Tab options.
8. Import data from a single data file.	20. Apply Report Arrange Tab options.
9. Create forms.	21. Apply Report Format Tab options.
10. Apply Form Design Tab options.	22. Apply Report Page Setup Tab options.
11. Apply Form Arrange Tab options.	23. Sort and filter records for reporting.
12. Apply Form Format Tab options.	

ALIGNED WASHINGTON STATE STANDARDS

COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others. 1.3.2 Locate and organize information from a variety of sources and media.

Math COMMON CORE	A-CED1 Create equations and inequalities in one variable and use them to solve problems. Include equations arising from linear and quadratic functions, and simple rational and exponential functions. A-CED2 Create equations in two or more variables to represent relationships between quantities; graph equations on coordinate axes with labels and scales.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNIT 10 Outlook

Performance Assessments:

Using decision-making, critical (sequence, main idea and conclusion) and creative thinking skills through fluency of writing, individual students will demonstrate efficient use of email software by:

- Managing the Outlook Environment
- Creating and Formatting Item Content
- Managing Email Messages
- Managing Contacts
- Managing Calendar Objects
- Working with Tasks, Notes, and Journal Entries

Assessment through Microsoft Office Specialist Outlook Exam or equivalent assessment.

Embedded Leadership Activities

21st Century Skills

3.A.3 Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade).

Students will inform peers of a community service project by sending text messages using Microsoft Outlook.

9.A.2 Conduct themselves in a respectable, respectable manner.

Students will respond to a Chamber of Commerce member's email during the Job Shadow Placement Activity.

STANDARDS AND COMPETENCIES

Standard/Unit:

10: Manage electronic communication effectively using Microsoft Outlook.

Competencies

1. Apply and manipulate Outlook program options.	12. Create and manage rules.
2. Manipulate item tags.	13. Manage junk mail.
3. Arrange the Content Pane.	14. Manage automatic message content.
4. Apply search and filter tools.	15. Create and manipulate contacts.
5. Print an Outlook item.	16. Create and manipulate contact groups.
6. Create and send email messages.	17. Create and manipulate appointments and events.
7. Create and manage Quick Steps.	18. Create and manipulate meeting requests.
8. Create item content.	19. Manipulate the Calendar pane.
9. Format item content.	20. Create and manipulate tasks.
10. Attach content to email messages.	21. Create and manipulate notes.
11. Clean up the mailbox.	22. Create and manipulate Journal entries.

ALIGNED WASHINGTON STATE STANDARDS	
COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text.

	RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

UNIT 11 OneNote

Performance Assessments:
Using decision-making, critical and creative thinking skills, individual students will demonstrate proper presentation skills and use of presentation software by:
- Managing the OneNote Environment
- Sharing an Collaborating
- Organizing and Finding Notes
- Editing and Linking Content in OneNote

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, Gmetrix or Microsoft Office User Specialist Exam or equivalent.

Embedded Leadership Activities
21st Century Skills
8.A.3: Manage Goals and Time
Students will use a calendar to meet assignment deadlines.
8.B.1: Work Independently
Students will be responsible for completing assignments without direct oversight.
8.C.4: Be Self-Directed Learners
Students will analyze and adapt past experiences with OneNote to demonstrate mastery.

STANDARDS AND COMPETENCIES

Standard/Unit:
11: Students will collaborate, organize, and edit using the OneNote environment.

Competencies

1. Manage Page Layout.	7. Share OneNote Content via E-mail.	13. Use Quick Filing.
2. Configure OneNote Notebook Backstage.	8. Collaborate in OneNote.	14. Use and Manage Tags.
3. Create New OneNote Notebook.	9. Use OneNote Notebook Organization Tools	15. Use Links and Linked Notes.
4. Personalize OneNote.	10. Search OneNote.	16. Insert Files.
5. Personalize Page Setup.	11. Use History and Backups in OneNote.	17. Edit Text in OneNote.
6. Share OneNote Notebooks.	12. Save Notebook As.	18. Insert and Modify Visual Elements.

ALIGNED WASHINGTON STATE STANDARDS

COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).

Language Standards COMMON CORE	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

21st CENTURY SKILLS

LEARNING AND INNOVATION

Creativity and Innovation
☒ Think Creatively
☒ Work Creatively with Others
☐ Implement Innovations

Critical Thinking and Problem Solving
☒ Reason Effectively
☐ Use Systems Thinking
☐ Make Judgments and Decisions
☒ Solve Problems

Communication and Collaboration
☒ Communicate Clearly
☒ Collaborate with Others

INFORMATION, MEDIA AND TECHNOLOGY SKILLS

Information Literacy
☐ Access and /evaluate Information
☐ Use and Manage Information

Media Literacy
☐ Analyze Media
☒ Create Media Products

Information, Communications and Technology (ICT Literacy)
☒ Apply Technology Effectively

LIFE AND CAREER SKILLS

Flexibility and Adaptability
☒ Adapt to Change
☒ Be Flexible

Initiative and Self-Direction
☒ Manage Goals and Time
☒ Work Independently
☒ Be Self-Directed Learners

Social and Cross-Cultural
☒ Interact Effectively with Others
☐ Work Effectively in Diverse Teams

Productivity and Accountability
☒ Manage Projects
☒ Produce Results

Leadership and Responsibility
☐ Guide and Lead Others
☐ Be Responsible to Others

UNIT 12 SharePoint

Performance Assessments:

Using decision-making, critical and creative thinking skills, individual students will demonstrate proper presentation skills and use of presentation software by:

- Creating and Formatting Content
- Managing SharePoint Sites
- Participating in User Communities
- Configuring and Consuming Site Search Results
- Integrating SharePoint 2010 Services and Microsoft Office 2010 applications

Assessment through SAM (& TOM's) testing from Course Technology/Thompson Learning, Gmetrix or Microsoft Office User Specialist Exam or equivalent.

Embedded Leadership Activities

21st Century Skills

8.A.3: Manage Goals and Time

Students will use a calendar to meet assignment deadlines.

8.B.1: Work Independently

Students will be responsible for completing assignments without direct oversight.

8.C.4: Be Self-Directed Learners

Students will analyze and adapt past experiences with OneNote to demonstrate mastery.

STANDARDS AND COMPETENCIES

Standard/Unit:

12: Students will collaborate, organize, and edit using the SharePoint environment.

Competencies

1. Creating and Formatting Content
2. Managing SharePoint Sites
3. Participating in User Communities
4. Configuring and Consuming Site Search Results

Integrating SharePoint 2010 Services and Microsoft Office 2010 applications

ALIGNED WASHINGTON STATE STANDARDS	
COMMON CORE Speaking and Listening Standards	SL1 Initiate and participate effectively in a range of collaborative discussions (one-on- one, in groups, and teacher-led) with diverse partners on *grades 9-12 topics, texts, and issues,* building on others' ideas and expressing their own clearly and persuasively. SL2 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source.
Educational Technology	1.2.1 Communicate and collaborate to learn with others.
Reading COMMON CORE	RST3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; attending to special cases or exceptions defined in the text. RST4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–12 texts and topics. RST5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g. force, friction, reaction force, energy).
Language	L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. L2 Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

Standards COMMON CORE	

21st CENTURY SKILLS

LEARNING AND INNOVATION	INFORMATION, MEDIA AND TECHNOLOGY SKILLS	LIFE AND CAREER SKILLS
Creativity and Innovation ☒Think Creatively ☒Work Creatively with Others ☐Implement Innovations **Critical Thinking and Problem Solving** ☒Reason Effectively ☐**U**se Systems Thinking ☐Make Judgments and Decisions ☒Solve Problems **Communication and Collaboration** ☒Communicate Clearly ☒Collaborate with Others	**Information Literacy** ☐Access and /evaluate Information ☐Use and Manage Information **Media Literacy** ☐Analyze Media ☒Create Media Products **Information, Communications and Technology (ICT Literacy)** ☒Apply Technology Effectively	**Flexibility and Adaptability** ☒Adapt to Change ☒Be Flexible **Initiative and Self-Direction** ☒Manage Goals and Time ☒Work Independently ☒Be Self-Directed Learners **Social and Cross-Cultural** ☒Interact Effectively with Others ☐Work Effectively in Diverse Teams **Productivity and Accountability** ☒Manage Projects ☒Produce Results **Leadership and Responsibility** ☐Guide and Lead Others ☐Be Responsible to Others