



Hamburg Area School District

Course Guide

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|---------------------------|---|
| Name: | Computer and Career Awareness |
| Grade(s): | 9 |
| Length: | <i>Place an X next to the correct option</i> |
| | Full-Year (180 Sessions) |
| X | Semester (90 Sessions) |
| | Quarter (45 Sessions) |
| | Other (Specify): |
| Text: | Microsoft Office 2007 Fundamentals Course Technology/Cengage Learning Story & Walls, 2010 |
| Date Approved or Updated: | 2020-2021 |

Description: Computer and Career Awareness will introduce students to potential careers in various career clusters. Students will complete self-assessments regarding their interests, aptitudes, and abilities and research their potential careers. Following an initial review of keyboarding skills, students will be introduced to Microsoft Word, Excel, PowerPoint, and Publisher. Students will use the Microsoft Office suite of applications to complete projects that integrate the information learned about the various career clusters. This course is required by all freshman. (Satisfies the computer technology and career portion of the graduation project requirements).

**Hamburg Area School District
Course Plan
Business & Computer Technology**

**Course Name: Computer and Career Awareness
Unit: Keyboarding**

Time Line: 1 cycle

| Essential Content/Essential Questions | Performance Objectives | Standards/Anchors |
|---|--|--------------------------|
| Continue to improve keyboarding skills-speed and accuracy through the use of proper technique. | Understand and be able to explain the home row keys on the QWERTY keyboard. Learn the proper finger usage for each key on the keyboard. Identify the keys on the keyboard. | 3.7.10 C |
| How can you increase your WPM score? Why is it important to practice each set of keys daily? | Review and enhance keyboarding techniques. Learn proper response patterns to gain speed. | 3.7.10 C 3.7.10 D |
| Have you improved on your WPM score? | Verify improvements on WPM score and typing technique by recording score on progression chart. | 3.7.10 C 3.7.10 D |

**Hamburg Area School District
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Course Name: Computer and Career Awareness
Unit: Careers

Time Line: 1 cycle

| Essential Content/Essential Questions | Performance Objectives | Standards/Anchors |
|---|---|---|
| What career best suites you? | Identify individual talents and interests. Identify personal, physical, and mental characteristics. Describe and discuss career cursing. | 3.6.12 B 3.7.12 E 13.2.11 A |
| How can you create a digital resume? | Creative a digital resume in preparation for a job that interests you. Learn how to design your resume that will showcase your skills and abilities. | 3.6.12 B 3.7.12 E 3.7.12 E 13.8.11 D |
| Why is the greeting of an interview crucial? What is the proper etiquette and responses in an interview? | Demonstrate proper etiquette for meeting and greeting people. Demonstrate the ability to describe personal skills in interviewers. Demonstrate appropriate interviewing techniques. | 13.8.11 D 13.8. 11 E 13.2.11 A |
| Why are you a good candidate for this job choice? | Explain in detail why they are suitable for a job of their choosing. | 13.8. 11 E |

**Hamburg Area School District
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Course Name: Computer and Career Awareness
Unit: Microsoft Word

Time Line: 4 cycles

| Essential Content/Essential Questions | Performance Objectives | Standards/Anchors |
|--|---|--------------------------|
| What are the parts of the Word screen? | Students will review how to: <ul style="list-style-type: none"> • Identify the parts of an office window. • Access contextual tools. • Learn the interface of Word. • Navigate documents. • Select, enter, and edit text. • Format, save, preview, print, and close a document. • Format text. • Set tabs. • Include headers and footers. • Format paragraphs • Find and replace text. | 3.7.10 C |
| How do you create columns in a Word document? How do you create tables in a Word document? What is the purpose of SmartArt graphics? | Students will be able to: <ul style="list-style-type: none"> • Create and format columns. • Insert and format tables. • Autoformat tables. • Insert pictures/clipart. • Insert SmartArt graphics. | 3.7.10 C 2.8.11 Q |
| What is a memo? How is the body content of a memo different from other forms of communicative writings? | Explain what a memorandum is and when it's used in the business world. Learn how to format memos. Learn the body content of a proper memo. Format memo distribution lists. | 3.7.10 C |
| What are the proper components of a business letter? | Learn the proper components of a business letter. Understand the proper formatting of a personal business letter in block format. | 13.2.11 C |

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| What are the components of a thank you letter? | Know the proper components of a thank you letter. Review formatting and include proper procedures in each letter. | 13.2.11 C |
| When is it appropriate to write a complaint letter and how should it be formatted? | Learn the proper components of a complaint letter. | 13.2.11 C |

**Hamburg Area School District
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**Course Name: Computer and Career Awareness
Unit: Microsoft Excel**

Time Line: 4 cycles

| Essential Content/Essential Questions | Performance Objectives | Standards/Anchors |
|--|--|---|
| <p>Can you navigate and utilize the Excel software? Why is it important to format and edit cells in Excel?</p> | <p>Students will review how to:</p> <ul style="list-style-type: none"> • Navigate Excel interface • Open, save, and close a workbook • Select cells and enter data • Edit cell contents • Add headers and footers • Change workbook views • Preview and print worksheets • Format cells (borders, fill, autofill) • Adjust column widths and rows • Insert and delete rows and columns • Copy, move, and rename worksheets • Add comments to cells | <p>2.2.11 F</p> |
| <p>How can you properly format and edit worksheets?</p> | <p>Students will be able to:</p> <ul style="list-style-type: none"> • Enter formulas in a worksheet • Understand cell references • Copy formulas • Use functions • Review and edit formulas | <p>2.2.11 F 2.6.11 B 2.8.11 H 2.1.11 A</p> |
| <p>How can you utilize formulas and functions in Excel? What are the four basic formulas in Excel?</p> | <p>Students will be able to:</p> <ul style="list-style-type: none"> • Describe the elements of a chart and it's components • Create and modify a chart • Insert and modify illustrations • Add percentages and values to chart • Utilize difference chart types (example: pie, line, graph, etc.) | <p>2.2.11 F 2.11.11 C 2.6.11 B 2.8.11 Q</p> |

**Hamburg Area School District
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**Course Name: Computer and Career Awareness
Unit: Microsoft PowerPoint**

Time Line: 3 cycles

| Essential Content/Essential Questions | Performance Objectives | Standards/Anchors |
|---|--|---|
| <p>What is PowerPoint? What are its purposes?</p> | <p>Students will review how to:</p> <ul style="list-style-type: none"> • Examine the PowerPoint program window • Start and open PowerPoint presentation • Understand and modify slides • Navigate a PP presentation • View a presentation • Save and close presentation • Preview and print presentations | <p>3.7.10 C 1 – a., b. (NETS) 6 – a., b., c., d. (NETS)</p> |
| <p>How do you format and modify presentations?</p> | <p>Students will review how to:</p> <ul style="list-style-type: none"> • Create a new blank presentation • Use templates to create new presentations • Format text and paragraphs • Check spelling • Find and replace text • Apply themes | <p>3.7.10 C 6 – a., b., c., d. (NETS)</p> |
| <p>How can you enhance a PowerPoint Presentation?</p> | <p>Students will be able to:</p> <ul style="list-style-type: none"> • Insert and modify illustrations • Create and modify tables • Insert text boxes • Insert headers and footers • Insert special effects | <p>3.7.10 C 2 – a., b. (NETS) 6 – a., b., c., d. (NETS)</p> |
| <p>What are some advanced features in PowerPoint?</p> | <p>Students will be able to:</p> <ul style="list-style-type: none"> • Understand the 6x6 rule • Give a presentation using PowerPoint and use proper presenting etiquette. • Customize themes • Include slide transitions • Insert charts and graphs | <p>2.8.11 Q 3.7.10 C 6 – a., b., c., d. (NETS)</p> |

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| | <ul style="list-style-type: none">• Include hyperlinks and internal links between pages• Insert speaker notes• Include appropriate sound effect• Insert audio and video files | |
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**Hamburg Area School District
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Course Name: Computer and Career Awareness
Unit: Publisher

Time Line: 2 cycles

| Essential Content/ Essential Questions | Performance Objectives | Standards/ Anchors |
|---|--|---|
| What are Publisher fundamentals? | Students will be able to: <ul style="list-style-type: none"> • Examine the publisher program window • Start publisher and choose publication type • Enter and format text • Save and preview a publication • Insert graphics • Print and close a publication • Use Templates • Use ruler guides and change margins | 3.7.10 C 3.7.10 D 6 – a., b., c., d. (NETS) |
| How can you manipulate text in Publisher? | Students will be able to create and modify: <ul style="list-style-type: none"> • Text boxes • Word Art Students will learn how to: <ul style="list-style-type: none"> • Rotate text • Vertically and Horizontally align material on a publication | 3.7.10 C 3.7.10 D 6 – a., b., c., d. (NETS) |
| How can you manipulate graphics in Publisher? | Students will be able to: <ul style="list-style-type: none"> • Change graphic size • Crop pictures • Rotate graphics • Layer front to back | 3.7.10 C 3.7.10 D 6 – a., b., c., d. (NETS) |
| How can you utilize publisher for everyday usage? | Apply knowledge to create a flyer, menu, brochure, letterhead | 3.7.10 C 3.7.10 D 6 – a., b., c., d. (NETS) |