

Plainfield High School  
Career & Technical Education Department  
Pacing Guide for Course: MOUS II Course Number: 8043

**~ September 2013~and February 2014 (Block Scheduling)**

**Week 1: SWBAT**

**Obj:** Introduction of MOUS II Course Objectives and outcomes. The MOUS II Course includes MS Access 2010 and MS PowerPoint 2010 skill development which prepares students for the Microsoft MOS Certification Exam. Development of Literacy and Math Skills are integrated into this course as well as Access vocabulary words, Teacher Demonstrations of computer features and students become familiar with using Windows 7. Introduction of Windows 7, working with programs and files, and customizing windows

**Website Sources:** Windows 7 Online tutorial.

**Week 2: SWBAT**

**Obj:** Learn and apply the Common Features of Office 2010- Chapter 1 - Skills 1 – 10 – working with multiple windows, saving files in new folders, print and save documents, open student data files and save copies using save as, type and edit text, cut, copy, and paste text, format text and paragraphs, use the ribbon, use shortcut menu and dialog boxes, learn More Skills 11 – 14 - using Microsoft Office Help, Capture screens with the Snipping Tool, organize files, and save documents to Windows Live. Skills Assessments when completed.

**Obj:** Work with Databases and Create Tables – Chapter 1: Skills 1- 10 –open and organize existing databases, enter and edit table data, create forms and enter data, filter data in queries, create preview, and print reports, create databases and tables, change data types and other field properties, create tables in design view, relate tables , enter data in related tables. More Skills 11-14 – compact and repair databases, import data from Excel, work with the attachment data type, work with the hyperlink and Yes/No Data types. Skills Assessments when completed.

**Text:** Skills for Success with Microsoft Access 2010 - Comprehensive

**Week 3: SWBAT**

**Obj:** Manage Datasheet and Create Queries Chapter 2: Skills 1- 10 –Find and replace data, filter and sort datasheets, use the simple query wizard, format datasheets, add date and time criteria, create queries in design view, add calculated fields to queries, work with logical criteria, add wildcards to query criteria, group and total queries, More Skills 11-14 – export queries to other file formats, find duplicate records, find unmatched records, create crosstab queries, and Skills Assessments when completed.

**Obj:** Create Forms – Chapter 3: Skills 1-10 – use the form wizard, format forms in layout view, use forms to modify data, use the blank form tool, customize form layouts, add input masks, apply conditional formatting, create one-to-many forms, enter data using one-to-many forms, create forms from queries. More Skills: 11-14 –validate fields, add combo boxes to forms, create multiple item forms, create macros, and Skills Assessments when completed.

**Text:** Skills for Success with Microsoft Access 2010 - Comprehensive

**Week 4: SWBAT**

**Obj:** Learn and apply the Creation of Reports- Chapter 4 – Skills 1-10 – create reports and apply themes, modify report layouts, prepare reports for printing, use the blank report tool, group and sort reports, format and filter reports, create label reports, use the report wizard modify layout in design view, add totals and labels to reports.

More Skills: 11-14 – Export reports to Word, export reports as HTML documents, create parameter queries; create reports for parameter queries, and Skills Assessments when completed.

**Obj:** Add Advanced Report Features – Chapter 5 –Skills 1-10 and More Skills – 11-14, and Skills Assessments upon completion.

**Text:** Skills for Success with Microsoft Access 2010 - Comprehensive

**Notes:** Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Access 2010 Vocabulary Skills, Microsoft Help Internet skills, informal assessments as well as formal assessments and Rubrics.

**NJCCCS:** 8.1.4 a.#3,4,5,6,7,9;8.1.4 b. #9;

.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.8b:#4;9.1.12b#2,3,5;9.2.4a:#1,2,3;9.2.4c:#1,5;9.2.12a:#3;9.2.12B:#2;9.2.12C:#3; 9.4.12.E.34; 9.4.12.E.36; 9.4.12.E.40; 9.4.12.E.41; 9.4.12.E.19

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**~ October 2013 and March 2014 - (BLOCK SCHEDULING)**

**Week 1: SWBAT**

**Obj: Learn and Apply Advanced Form Features- Chapter 6– Skills 1-10 –.create forms in design view, position controls in forms, use lookup fields in forms, create pop up forms, add button controls to forms, create pivot chart forms, create pivot table forms, create navigation forms, modify navigation forms, and add pages to navigation forms.**

**More Skills: 11-14 – add option groups to forms, create switchboards, apply special effects to form controls, position and size controls in design views, and Skills Assessments when completed.**

**Skills for Success with Microsoft Access 2010 - Comprehensive**

**Week 2: SWBAT**

**Obj: Practice and reinforcement of skills with Online Access 2010 Tutorials and work on the GMetrix Practice MOS Certification Program.**

**Online: Access 2010 Tutorial – Access 2010 Basics – Introduction to Databases, Introduction to Objects, Getting Started in Access, managing Databases, Downloads – Query Criteria, Quick reference, Sample Database: Songbird Bakery, and Getting Around in Access 2010 Video GMetrix Practice software for MOS Certification Testing.**

**Week 3: SWBAT**

**Practice and reinforce skills with Online: Access 2010 Tutorial – Working with Data – Working with Tables, Working with Forms, Sorting and Filtering Records, Downloads – Tables: How to Calculate Fields and Total Rows, and Video – Working with Tables in Access 2010 and Working with Forms in Access 2010 Videos, and GMetrix Practice software for MOS Certification Testing.**

**Online Access 2010 Tutorials and Working with Tables in Access 2010 Video and Working with Forms in Access 2010 Videos and on the GMetrix Practice MOS Certification Program.**

**Week 4: SWBAT**

**Practice and reinforce skills with Online Access 2010 Tutorial – Running Queries and Reports – Designing a Query, More Query Design Options, Creating Reports, Advanced Report Options, Downloads –Queries: How to Create a Parameter Query. Queries: How to Create and Find Duplicate Queries and Query Criteria, and Quick Reference Guide.**

**Online Access 2010 Tutorials – Running Queries and Reports and Sorting and Filtering Access 2010 Video and Creating a Simple Query in Access 2010 Video and Multi-Table Queries Video and work on the GMetrix Practice MOS Certification Program.**

**Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Access 2010 skills and Vocabulary skills, formal assessments as well as informal assessments and Rubrics.**

**NJCCCS: 8.1.4 a.#3,4,5,6,7,9;8.1.4 b. #9;**

**8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.8b:#4;9.1.12b#2,3,5;9.2.4a:#1,2,3;9.2.4c:#1,5;9.2.12a:#3;9.2.12B:#2;9.2.12C:#3; 9.4.12.E.34; 9.4.12.E.36; 9.4.12.E.40; 9.4.12.E.41; 9.4.12.E.19**

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**~ November 2013 ~and April 2014 - (BLOCK SCHEDULING)**

**Week 1: SWBAT**

Practice and reinforce skills with Online Access 2010 Tutorial – Database Design Tips – Modifying Tables, Creating Forms, Formatting Forms, Designing Your Own Database Project and practice for MOS Certification Exam with GMetrix Practice MOS Certification Program

Online Access 2010 Tutorial – Database Design Tips

GMetrix Practice MOS Certification Program

**Week 2: SWBAT**

Obj: Students will review for their Access Mid Term by completing teacher made handouts on databases, tables, forms, queries, and reports.

Performance Assessments and work with GMetrix Practice MOS Certification Program

Students will take their Mid Term Exam and begin taking their MOS Certification Exam.

**Week 3: SWBAT**

Obj: Introduce MOUS II – PowerPoint 2010 and learn and apply its basic new features which include Getting Started with PowerPoint, Slide Basics, Text Basics, applying a Theme, Inserting Images, Applying Transitions, Check Spelling, Presenting Slide Show, and Saving and Printing Learn and apply with completing Chapter 1 – Lessons 1-9 and completing Projects 1-20 with all Performance Assessments.

Online PowerPoint 2010 Tutorial and Video - PowerPoint Basics

Text: Learning Microsoft PowerPoint 2010

GMetrix Practice MOS Certification Program

**Week 4: SWBAT**

Obj: Navigate PowerPoint 2010 and learn and apply Common Tasks – Working With Bulleted and Numbered Lists, Using Clip Art Pictures, Inserting Symbols and Text Boxes, drawing and Formatting Shapes, Positioning and Grouping Shapes, Creating WordArt, Creating Smart Art Diagrams, Creating a Photo Album by completing Chapter 2 – Lessons 10-17 and completing Projects 21 – 36 with all the Performance Assessment

Online PowerPoint 2010 Tutorial and Video – Navigate PowerPoint 2010 Tutorial and Video

Text: Learning Microsoft PowerPoint 2010

GMetrix Practice MOS Certification Program

**Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Access and PowerPoint 2010 skills and Vocabulary skills, Formal assessments, Projects, and informal assessments of Access and PowerPoint concepts. Students will continue practicing and for the MOS Certification Exam.**

**NJCCCS: 8.1.4 a.#3,4,5,6,7,9;8.1.4 b. #9;**

**8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.8b:#4;9.1.12b#2,3,5;9.2.4a:#1,2,3;9.2.4c:#1,5;9.2.12a:#3;9.2.12B:#2;9.2.12C:#3; 9.4.12.E.34; 9.4.12.E.36; 9.4.12.E.40; 9.4.12.E.41; 9.4.12.E.19**

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**December 2013 ~and May 2014 - (BLOCK SCHEDULING)**

**Week 1: SWBAT**

Obj: Create Presentations in PowerPoint 2010 and learn and apply Smart Art Illustrations, Hyperlinks and Action Buttons, Working with Tables, Charts, Reviewing Presentations, and Advance Presentation Options. SWBAT learn and complete Chapter 3 – Lessons 18-23 which include Modifying a Theme, Background, Using Effects and Animations, Creating Multimedia Presentations, Working with Tables and Charts and completing Projects 39 – 50 with all the Performance Assessments.

Online PowerPoint 2010 Tutorial and Video – Creating Presentations in PowerPoint 2010

Text: Learning Microsoft PowerPoint 2010

Online: GMetrix Practice MOS Certification Program

**Week 2: SWBAT**

Obj: Learn and apply creating Images and transitions into their PowerPoint presentations with Online Videos and completing Chapter 4 – Lessons 24 – 30 which include Working with Slide Masters, Using Presentation Templates and Linked Objects, Customizing themes and Templates, Enhancing a Slide Show, Preparing for a Slide Show, Reviewing and Finalizing a Presentation, and Distributing a Presentation and complete Projects 53 – 66 with all the Performance Assessments.

Online PowerPoint 2010 Tutorial and Video –Inserting Images and Transitions Videos

Text: Learning Microsoft PowerPoint 2010

Online: GMetrix Practice Testing program for MOS Certification Program

**Week 3: SWBAT**

Obj: Review and study the “Managing the PowerPoint Environment”, and “Creating a Slide Presentation”, and “Working with Graphical and Multimedia Elements”- Sections 1, 2, and 3 of the MOS 2010 Student Guide and complete the tasks, and practice the GMetrix MOS Certification Practice Exam.

Text: MOS 2010 Study Guide – PowerPoint

Online: GMetrix Practice Testing program for MOS Certification.

**Week 4: SWBAT**

(School Closed)

**Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS PowerPoint 2010 skills and vocabulary skills, formal assessments, Projects, informal assessments of PowerPoint concepts. Students will continue to practice for the MOUS Certification Exam.**

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**8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.8b:#4;9.1.12b#2,3,5;9.2.4a:#1,2,3;9.2.4c:#1,5;9.2.12a:#3;9.2.12B:#2;9.2.12C:#3; 9.4.12.E.34; 9.4.12.E.36; 9.4.12.E.40; 9.4.12.E.41; 9.4.12.E.19**

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**January 2014~and June 2014 - (BLOCK SCHEDULING)**

**Week 1: SWBAT**

Obj: Review and study the “Creating Charts and Tables”, and “Applying Transitions and Animations”, and “Collaborating on Presentations”- Sections 4, 5, and 6 of the MOS 2010 Student Guide (PowerPoints) and complete the tasks, and practice the GMetrix MOS Certification Practice Exam.

Text: MOS 2010 Study Guide – PowerPoint

Online: GMetrix Practice MOS Certification Program

**Week 2: SWBAT**

Obj: Review and study the “Preparing Presentations for Delivery”, and “Delivering Presentations”, - Sections 7, and 8 of the MOS 2010 Student Guide (PowerPoint) and complete the tasks.

Students will review for their Final Exam by completing teacher made handouts that include Access and PowerPoint concepts.

Text: MOS 2010 Study Guide – PowerPoint

Online: GMetrix Practice MOS Certification Program

**Week 3: SWBAT**

Obj: Student will take their Final Exam - Formal Assessment and continue to practice and take their MOS Certification Exam.

Online: GMetrix Practice MOS Certification Program

Take MOS Certification Exam

**Week 4: SWBAT**

Obj: Students will take their Make up exams, make up work, and/or take their MOS Certification Exam

**Notes: Students will have IRAs each day and homework assignments. Teacher observation of progress and use of MS Access skills, formal assessments Projects, informal assessments of Access and PowerPoint. Students will take their Final Exam and work on and take their MOS Certification.**

**NJCCCS: 8.1.4 a.#3,4,5,6,7,9;8.1.4 b. #9;**

**8.1.8a:#1,2,3,4,5,6;8.1.8b:#8,10;8.1.12a:#2,8;8.1.12b.#3,6,9,12;9.1.8b:#4;9.1.12b#2,3,5;9.2.4a:#1,2,3;9.2.4c:#1,5;9.2.12a:#3;9.2.12B:#2;9.2.12C:#3; 9.4.12.E.34; 9.4.12.E.36; 9.4.12.E.40; 9.4.12.E.41; 9.4.12.E.19**