

Computer Applications II/  
Introduction to Computer Technology/  
Word Processing II/  
Business Tech II

**CLASS OFFERING: INTRODUCTION TO COMPUTER TECHNOLOGY (CLOVERLEAF ONLY)**

Performance Objective: A. Performing Word Processing (WP) Functions

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-A-1	1. Use WP manuals and other WP materials.	
CAII/WPII-A-2	2. Operate equipment.	
CAII/WPII-A-3	3. Integrate files.	
CAII/WPII-A-4	4. Format & edit documents.	
CAII/WPII-A-5	5. Print documents.	

**CLASS OFFERING: COMPUTER APPLICATIONS II/  
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/BUSINESS TECH II**

Performance Objective: B. Excel Spreadsheets

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-B-1	1. Create and format a spreadsheet to produce professional reports.	
CAII/WPII-B-2	2. Enter formulas to perform calculations for spreadsheets.	
CAII/WPII-B-3	3. Enter data on spreadsheet.	
CAII/WPII-B-4	4. Edit and correct spreadsheets.	
CAII/WPII-B-5	5. Print spreadsheets.	
CAII/WPII-B-6	6. Demonstrate the ability to identify parts and toolbars on the Excel screen.	
CAII/WPII-B-7	7. Show proficiency in navigating in an Excel workbook.	
CAII/WPII-B-8	8. Create a chart to make comparisons, identify patterns, and recognize trends in data.	

**CLASS OFFERING: COMPUTER APPLICATIONS II/  
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/BUSINESS TECH II**

Performance Objective: C. Access

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-C-1	1. Create and format a data base.	
CAII/WPII-C-2	2. Enter information for a data base.	
CAII/WPII-C-3	3. Proof-read, edit, and correct a data base.	
CAII/WPII-C-4	4. Design a query.	
CAII/WPII-C-5	5. Edit information for a data base.	

**CLASS OFFERING: COMPUTER APPLICATIONS II/  
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/ BUSINESS TECH II  
(Except Black River)**

Performance Objective: D. Desktop Publishing

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-D-1	1. Design publications.	
CAII/WPII-D-1	2. Merge WP, graphics, DB, and spreadsheet files.	
CAII/WPII-D-1	3. Proof-read, edit, and correct desktop publications.	
CAII/WPII-D-1	4. Print desktop publications.	

