

East Penn School District
Secondary Curriculum

A Planned Course Statement
for
Microsoft Office

Course # 623 Grade(s) 9-12

Department: Computer and Business Applications

Length of Period (mins.) 41 Total Clock Hours: _____

Periods per Cycle: 6 Length of Course (yrs.) .5

Type of Offering: _____ required elective

Credit: .5

Adopted: 6/8/09

Developed by:
June Urbassik

Description of Course

Course Title: Microsoft Office

Description: This course will provide students with the knowledge required to create documents using Microsoft Word, spreadsheets and databases using Microsoft Excel and Microsoft Access, and multimedia presentations using Microsoft PowerPoint and will include fundamental techniques.

Goals:

- To familiarize the student with the features of Microsoft Word
- Students will learn how to create and customize documents, format content, use Word tools, manage lengthy documents, create columns, tables and graphics
- To familiarize the student with the features of Microsoft Excel/Access
- Students will learn how to create and manipulate data, format data and content, create and modify formulas, present data visually, collaborate on and secure data using Microsoft Excel
- Students will learn how to structure a database, create and format database elements, enter and modify data, create and modify queries, present and share data, and manage and maintain databases using Microsoft Access.
- To familiarize the student with the features of Microsoft PowerPoint
- Students will learn how to create and format presentations, create and format slide content, work with visual content, and collaborate on and deliver presentations.

Requirements: None

Text:

Schultz, C. Jacqueline and Linda Wooldridge. iCheck Express, Microsoft Word 2007, Real World Applications. Glencoe/McGraw-Hill, 2009

Schultz, C. Jacqueline and Linda Wooldridge. iCheck Express, Microsoft Excel 2007, Real World Applications. Glencoe/McGraw-Hill, 2009

Schultz, C. Jacqueline and Linda Wooldridge. iCheck Express, Microsoft Access 2007, Real World Applications. Glencoe/McGraw-Hill, 2009

Schultz, C. Jacqueline, and Linda Wooldridge. iCheck Express, Microsoft PowerPoint 2007 Real World Applications. California: Glencoe/McGraw-Hill, 2008.

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
I. Word 2007	1	Students will: <ul style="list-style-type: none"> ◆ Identify parts of the Word screen ◆ Name and save a document ◆ Key text into a document ◆ Edit text ◆ Print a document ◆ Close a document 	A, L	<ul style="list-style-type: none"> • Textbook illustrations • Handout illustrating Word screen • Classroom discussion • Textbook activities • Student use of computer 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Oral questions • Microsoft Certified Application Specialist Test 	NETS: 3b, 3c, 5b, 6a, 6b, 6d PA Standard: 3.7.10 (C) 3.7.10 (D)
	2	Students will: <ul style="list-style-type: none"> ◆ Work with templates ◆ Set margins ◆ Set and change tab stops ◆ Modify font size, style, and color ◆ Apply and remove styles ◆ Align paragraphs ◆ Create numbered and bulleted lists ◆ Create outlines 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 2a, 2b, 2d, 3c, 5a, 5b, 6a, 6b PA Standard: 3.7.10 (C) 3.7.10 (D)
	3	Students will: <ul style="list-style-type: none"> ◆ Create a business letter ◆ Cut, paste, copy, and move text ◆ Use the Thesaurus and the Research tool ◆ Check spelling and grammar ◆ Print an envelope ◆ Find and replace text ◆ Customize AutoCorrect ◆ Use templates ◆ Create and use Building Blocks and Quick Parts 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 1c, 2b, 3a, 3b, 3c, 6a PA Standard: 3.7.10 (C) 3.7.10 (D)

	4	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Format an academic report ◆ Create headers and footers ◆ Insert page numbers ◆ Insert and delete page and section breaks ◆ Insert footnotes and endnotes ◆ Create a table of contents ◆ Modify Document Properties ◆ Use Word Count ◆ Use different views 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 6c, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	5	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create and format columns ◆ Insert and modify a table and a chart ◆ Insert and manipulate Clip Art, SmartArt, and WordArt ◆ Work with a text box ◆ Insert, position, and modify a shape 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 1c, 2b, 3d, 6a, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	6	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Insert and edit hyperlinks ◆ Send documents for review ◆ Use Track Changes ◆ Compare and merge documents ◆ Create and preview a Web page ◆ Performs a mail merge ◆ Select printing options ◆ Create and print labels ◆ Convert documents into different formats ◆ Create a letterhead 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1b, 2a, 2b, 2d, 5a, 5b, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>

II. Excel 2007	7	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify parts of the Excel screen ◆ Open and close workbooks ◆ Name and save a workbook ◆ Insert and edit cell contents ◆ Calculate a sum ◆ Print a worksheet 	A, L	<ul style="list-style-type: none"> • Textbook illustrations • Handout illustrating Excel screen • Classroom discussion • Textbook activities • Student use of computer 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Oral questions • Microsoft Certified Application Specialist Test 	<p>NETS: 2b, 3b, 3d, 4c, 6a, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	8	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Enter, edit, clear, find, and replace cell contents ◆ Use AutoSum, AVERAGE, MIN, and MAX functions ◆ Use Cut, Copy, and Paste ◆ Use the Fill handle tool ◆ Insert, modify, and remove hyperlinks 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1d, 2b, 2d, 4a, 4c, 5c, 6a, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	9	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Change font, font size, font style, and font color ◆ Convert text to columns ◆ Apply cell and table styles ◆ Modify the size of rows and columns ◆ Hide and unhide rows, columns, and worksheets ◆ Change horizontal and vertical alignment ◆ Insert, move, and modify SmartArt graphics 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1c, 2b, 3d, 4c, 5c, 6a, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	10	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Filter and sort data ◆ Write, edit, and use formulas ◆ Use absolute, relative, and mixed references ◆ Create, modify, and position diagrams ◆ Create, modify, and position charts 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 3b, 3c, 4d, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>

	11	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Use a template ◆ Organize worksheets ◆ Split, freeze, hide, and arrange workbooks ◆ Save and preview worksheets as Web pages ◆ Set up pages for printing ◆ Rename folders and convert files to different formats 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1c, 1d, 2b, 2d, 3d, 4a, 4b, 4c, 5a, 5c, 6a, 6b, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
III. Access 2007	12	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify parts of the Access screen ◆ Open a database ◆ Insert and format data ◆ View and print data from a database ◆ Copy a database ◆ Compact and close a database 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 2b, 3d, 4b, 4c, 5a, 6a, 6b, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	13	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Use database templates and create blank databases ◆ Create tables and change their structure ◆ Create relationships between tables ◆ Create different types of queries 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 1c, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4a, 4b, 5a, 5b, 5c, 6a, 6b, 6c, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	14	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Enter, edit, and delete records from a datasheet ◆ Create, change, and format forms and reports ◆ Define and format controls ◆ Create multiple item, split, and subforms, and PivotTables ◆ Create and print labels 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 1c, 2b, 3c, 6a, 6b, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>

	15	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Link to external data sources ◆ Import and export data ◆ Sort and filter data within different database objects ◆ Save and run import and export specifications 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 4a, 6a, 6b, 6c, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	16	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Preview reports ◆ Print documentation on database objects ◆ Identify object dependencies ◆ Repair databases 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests • Microsoft Certified Application Specialist Test 	<p>NETS: 2a, 3d, 6a, 6b, 6c</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
IV. PowerPoint	17	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify parts of the PowerPoint screen ◆ Work with the Ribbon, tabs, and groups ◆ Open an existing presentation ◆ Insert and edit text on slides ◆ Start and run slide shows ◆ Preview and print a presentation 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c, 5a, 5b, 6a, 6b, 6c</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	18	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Use themes ◆ Promote and demote text ◆ Create diagrams, tables, and charts ◆ Insert Clip Art, pictures, shapes and WordArt ◆ Use Spelling Checker and Thesaurus ◆ Track changes 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 2b, 2d, 4b, 6a, 6b, 6c, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>

	19	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Customize slide backgrounds ◆ Modify slide layouts, fonts, and text ◆ Modify and add effects to pictures, shapes, and graphics ◆ Apply animation and transition effects ◆ Work with slide masters ◆ Modify page setup ◆ Use headers and footers 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	<p>NETS: 1a, 1b, 2a, 2b, 3b, 3c, 5a, 5b, 5c, 5d, 6a, 6b, 6d</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>
	20	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Add, delete, and rearrange slides ◆ Add hyperlinks and Actions buttons ◆ Use grids and guides ◆ Preview slides and modify printing options ◆ Create custom shows ◆ Rehearse timings ◆ Mark up presentations electronically with the Felt Tip Pen or Highlighter features ◆ Prepare presentations by saving them in various formats 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	<p>NETS: 1b, 1c, 1d, 2a, 2b, 4b, 6a, 6b</p> <p>PA Standard: 3.7.10 (C) 3.7.10 (D)</p>

National Educational Technology Standards and Performance Indicators for Students

The Nets are divided into the six broad categories that are listed below.

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem-Solving, and Decision-Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.