

District Overview:

The overarching goal of the business department is to prepare students for the many places of their personal and professional lives. A basic understanding of the language of business and technology can drastically improve understandings and decision making for life choices. In the curriculum, students will not only be exposed to basic business concepts, but also the skills of presentation, critical thinking, teamwork, creativity, and other skills in high demand. The department will provide a myriad of experiential learning through interactions with experts in the field, location visits, simulations, industry certifications, and real-world problems taken from the business community. By infusing our curriculum with these real-world experiences, we can provide meaningful learning experiences that allow students to take ownership in their learning.

Microsoft Office Specialist Description:

The Microsoft Office Specialist course provides industry-leading assessments of skills and knowledge giving students real-world exercises to appraise their understanding of Microsoft Office. These skills will prepare them for future academic or workforce opportunities.

Students will gain hands-on computer experience while completing extensive business problems and projects. After completion of these units the students will be prepared to become certified as a Microsoft Office Specialist in Excel, Word, and PowerPoint. These certifications will give students a professional edge with evidence of industry recognized role-based skills. These skills will help them to get hired, get ahead, be productive faster, and give them the recognition they deserve. These certifications will also give them a professional advantage by providing globally recognized industry endorsed evidence of skills mastery, demonstrating their abilities and willingness to embrace new technologies.

Objectives:

- To teach the fundamentals of Microsoft Word, Microsoft PowerPoint, and Microsoft Excel
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, presentations, and worksheets, suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Office so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Units:

- Unit 1: Microsoft Office Excel
- Unit 2: Microsoft Office Word
- Unit 3: Microsoft Office PowerPoint



Subject: Microsoft Office Specialist

Grade: 10-12

Suggested Timeline: 15 Weeks

Unit Title: Microsoft Office Excel

Unit Overview/Essential Understanding:

Microsoft Excel is a spreadsheet tool that can perform advanced calculations and be used in analyzing data, presenting information in various visual interfaces, and integrating information from different programs. Learning Excel will provide students with the ability to manipulate numerical data in resolving issues related to finances or other numbers-based information as well as summarize and chart data.

Students will gain hands-on computer experience while completing extensive business problems and projects. After completion of this unit the students will be prepared to become certified as a Microsoft Office Specialist in Excel. After passing the exam students will be issued a certificate as a Microsoft Office Specialist in Excel, which is an industry standard test. This certification will give students a professional edge with evidence of industry recognized role-based skills. These skills will help them to get hired, get ahead, be productive faster, and give them the recognition they deserve. This certification will also give them a professional advantage by providing globally recognized industry endorsed evidence of skills mastery, demonstrating their abilities and willingness to embrace new technologies.

Essential Questions:

- What Excel features make the software such an important and popular tool for business professionals?
- What are the ways that you can format an Excel worksheet?
- How do you add a chart to an Excel worksheet?
- Why is it better to enter formulas using the Point mode instead of typing in numbers?
- How do you go about changing the theme of a workbook?
- What is the difference between an absolute and a relative cell reference?
- When would you use a What-If Analysis?
- What does an amortization schedule show?
- When and why would you protect cells?
- How do you explode a wedge of a 3-D Pie Chart?
- What is a Query Table?
- What is the difference between the SUMIF Function and the COUNTIF Function?



Unit Objectives:

Students will be able to:

- Creating a worksheet and a chart in Excel
- Utilizing and understanding formulas, functions, and formatting in Excel
- Identify various charts and apply them to Excel worksheets
- Work with large worksheets, charting, and what-if analysis
- Create an Excel worksheet with financial functions, data tables, and amortization schedules
- Work with multiple worksheets and workbooks
- Create, sort, and query a table
- Create templates, import data, and work with SmartArt, images, and screenshots

Focus Standards Addressed in this Unit:

- 15.4.12.A - Apply the creative and productive use of emerging technologies for educational and personal success
- 15.4.12.G - Create an advanced digital project using sophisticated design and appropriate software/applications
- NBEA - Computation – Patterns, Functions, and Algebra – Use algebraic operations to solve problems
- NBEA - Computation – Statistics and Probability – Analyze and interpret data using common statistical procedures

Important Standards Addressed in this Unit:

- 15.4.12.M - Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field
- NBEA - Computation - Mathematical Foundations - Apply basic mathematical operations to solve problems
- NBEA - Computation - Number Relationships and Operations - Solve problems involving whole numbers, decimals, fractions, percent's, ratios, averages, and proportions
- NBEA - Computation - Problem-Solving Applications - Use mathematical procedures to analyze and solve business problems

Misconceptions:

- Order of operation does not impact a formula in an Excel formula.
- Excel is just about numbers.
- Relative cell referencing does not differ from absolute cell referencing.

Concepts/Content:	Competencies/Skills:	Description of Activities:
<ul style="list-style-type: none"> • Worksheet basics • Selecting a cell • Entering text • Entering numbers • Calculating a Sum • Functions • Using the Fill Handle to Copy a Cell to Adjacent Cells • Cell styles • Formatting a Worksheet • Font Style, Size, and Color • Adding a Pie Chart to the Worksheet • Changing Sheet Tab Names • Changing Sheet Tab Colors • Document Properties • Printing a Worksheet • Auto Calculate • Correcting Errors • Entering the title and numbers into the worksheet • Clearing a cell or range of cells • Clearing an entire worksheet • Flash Fill • Enter formulas using the keyboard • Enter formulas using Point mode • Order of Operation • Option Buttons 	<ul style="list-style-type: none"> • Enter a simple function • Apply cell styles • Format cells in a worksheet • Create a pie chart • Change a worksheet name and worksheet tab color • Change document properties • Preview and print a worksheet • Use flash fill • Enter formulas and functions • Verify a formula using Range Finder • Add conditional formatting to cells • Use absolute and mixed cell references in a formula • Use the IF function to perform a logical test • Create and format sparkline charts • Change sparkline chart types and styles • Create a clustered column chart on a separate chart sheet • Goal seek to answer what-if questions • Use the Smart Lookup Insight • Understand accessibility features 	<ul style="list-style-type: none"> • Teacher guided instruction on Excel beginning, intermediate and advanced features • Exercises and activities from textbook that could include “Chapter Work”, “In the Lab 1”, etc. • Class discussions relating to questions such as “Absolute vs. Relative Cell Referencing”, “Goal Seeking”, etc. • Microsoft Office Specialist Excel Certification Prep and Exam



- Using the AVERAGE, MAX, and MIN Functions
- Range Finder
- Apply a theme to a workbook
- Apply a date format to a cell or range
- Conditional Formatting
- Column Width
- Row Height
- Spell Check
- Formula Sheet
- Specific Prints
- Scaling Options
- Rotate text in a cell
- Use fill handles to create a series
- Copy, past, insert, and delete cells
- Format numbers using format symbols
- Auto Fill Options
- Copying a range of cells
- Paste Options Menu
- Inserting and deleting cells in a worksheet
- Absolute Cell Referencing
- Relative Cell Referencing
- IF Function
- Adding and Formatting Sparkline Charts
- Format Painter
- Clustered Column Chart

- Assign a name to a cell and refer to the cell in a formula using the assigned name
- Create a data table to analyze data in a worksheet
- Create an amortization schedule
- Hide and unhide rows, columns, sheets, and workbooks
- Format a consolidated worksheet
- Fill using a linear series
- Apply a custom format code
- Copy a worksheet
- Drill to add data to multiple worksheets at the same time
- Enter formulas that use 3-D cell references
- Format a 3-D pie chart with an exploded slice and lead lines
- Save individual worksheets as separate workbook files
- Add calculated columns to a table with structured references
- Use the VLOOKUP function to look up a value in a table
- Use icon sets with conditional formatting
- Sort a table based on one field or multiple fields
- Sort, query, and search a table using AutoFilter



- Chart filters to display a subset of data in a chart
- Chart style and type
- Reorder worksheet tabs
- Change the worksheet view
- Freeze and unfreeze rows and columns
- What-If Analysis
- Goal Seeking
- Smart Lookup Insight
- Accessibility Features
- Creating cell name
- PMT Function
- Financial Functions
 - FV
 - PMT
 - PV
- Data Tables to Analyze Worksheet Data
- Amortization Schedule
- Formulas in an Amortization Schedule
- Custom Borders
- Control the color and thickness of outlines and borders
- Add a pointer to a data table
- Conditional Formatting
- Printing Sections of a Worksheet
- Protecting and Hiding Worksheets and Workbooks

- Apply database and statistical function
- Display automatic subtotals
- Create a Treemap chart



- Formula checking
- Consolidated worksheet
- Fill Series
- Fill using a linear series
- Use date, time, and rounding functions
- Apply a custom format code
- Cell styles
- Copy a worksheet
- Working with multiple worksheets
- Drill an entry
- Select and deselect sheet combinations
- Customize individual worksheets
- 3-D reference
- Formatting pie charts
- Printing multiple worksheets
- Create separate files from worksheets
- Consolidate data by linking separate workbooks
- View and hide multiple workbooks
- Create and manipulate tables
- Lookup table
- Delete duplicate records
- Adding calculated fields to a table
- VLOOKUP function



<ul style="list-style-type: none">• Conditional formatting rule with an icon set• Sorting a table• Querying a table using AutoFilter• Remove filters• Criteria and extract ranges• Database functions• SumIf, CountIf, Match, and Index functions• Summarizing data• Treemap charts		
<p>Assessments:</p> <ul style="list-style-type: none">• Formative and summative assessments to assess understanding• Assessments may include quizzes, practical tests, assignments and certification exam		
<p>Interdisciplinary Connections:</p> <ul style="list-style-type: none">• Excel knowledge is useful in many areas such as science, math, business, and other related courses• Spreadsheet skills that can be used for creating worksheets and charts in other classes as well as outside the classroom• Create effective and professional spreadsheets for both personal and business use	<p>Additional Resources:</p> <ul style="list-style-type: none">• District approved textbook and materials• Teacher created resources• Online Resources• Printer• MOS Excel Certification Exam	



Subject: Microsoft Office Specialist	Grade: 10-12	Suggested Timeline: 12 Weeks
Unit Title: Microsoft Office Word		
Unit Overview/Essential Understanding: In this unit, students will become successful candidates for the Word 2016 exam and have a fundamental understanding of the Word environment as well as the ability to complete tasks independently. They will be able to demonstrate the correct application of the principal features of Word by creating and editing two- to three-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence. Students will gain hands-on computer experience while completing extensive business problems and projects. After completion of this unit the students will be prepared to become certified as a Microsoft Office Specialist in Word. After passing the exam students will be issued a certificate as a Microsoft Office Specialist in Word which is an industry standard test. This certification will give students a professional edge with evidence of industry recognized role-based skills. These skills will help them to get hired, get ahead, be productive faster, and give them the recognition they deserve. This certification will also give them a professional advantage by providing globally recognized industry endorsed evidence of skills mastery, demonstrating their abilities and willingness to embrace new technologies.		
Essential Questions: <ul style="list-style-type: none">• How do you create and edit a Word document?• How do you create a research paper?• What information should be included in a business letterhead?• How do you add a table to a Word document?• How do you create a document with a title page, table, chart, and watermark?• How do you create a cover letter and a resume in Word?• What steps are necessary to generate form letters and mailing labels in Microsoft Office Word?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Create, format, and edit a Word document with a picture• Create a research paper with references and sources• Create a business letter with a letterhead and table		

- Create a document with a title page, lists, tables, and a watermark
- Use templates to create and share a finished document
- Generate form letters, mailing labels, and a directory
- Create a newsletter with a pull-quote and graphics

Focus Standards Addressed in this Unit:

- 15.3.12.B - Analyze business documents for content and effectiveness
- 15.4.12.A - Apply the creative and productive use of emerging technologies for educational and personal success
- 15.4.12.G - Create an advanced digital project using sophisticated design and appropriate software/applications

Important Standards Addressed in this Unit:

- 15.3.12.B - Analyze business documents for content and effectiveness
- 15.4.12.L - Find and use primary documentation; employ an accepted protocol for citation
- 15.4.12.M - Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field
- NBEA - Communication - Technology Communication - Use technology to enhance the effectiveness of communication

Misconceptions:

- Google Docs and Word are the exact same programs and use the same commands.
- Word will automatically save documents.
- Students may have a hard time understanding the concept of a mail merge.

Concepts/Content:

- Entering Text
- Spelling and Grammar Check
- Navigating a Document
- Formatting Paragraphs and Characters
- Font, Font Sizes, and Themes

Competencies/Skills:

- Format text and paragraphs
- Insert and format digital pictures in a Word document
- Add a page border
- Correct errors and revise a document

Description of Activities:

- Teacher guided instruction on Word beginning, intermediate and advanced features
- Exercises and activities from textbook that could include “Chapter Work”, “In the Lab 1”, etc.
- Class discussions relating to questions such as “Mail Merges”, “SmartArt Graphics”, etc.

<ul style="list-style-type: none"> • Formatting Single versus Multiple Paragraphs and Characters • Inserting and Formatting a Picture in a Word Document • Enhancing a Document • Correcting and Revising a Document • MLA Documentation Style • Changing Document Settings • Adjusting Line and Paragraph Spacing • Creating a Header • Keyboard Shortcuts • AutoCorrect • Footnote Text Style • Working with Footnotes and Endnotes • Automatic Page Breaks • Alphabetical Works Cited Page • Proofreading and Revising a Research Paper • Copying, Cutting, and Pasting • Find and Replace • Main and Custom Dictionaries • Floating and Inline Objects • AutoFormat • Tab Stops • Building Blocks • Tables • Selecting Table Contents 	<ul style="list-style-type: none"> • Describe the MLA documentation style for research papers • Modify a style • Change line and paragraph spacing in a document • Use a header to number pages of a document • Modify paragraph indentation • Add a footnote to a document • Create a bibliographical list of sources • Find text and replace text • Insert and format shapes • Apply Styles • Set and Use Tab Stops • Create, Modify and Insert a Building Block • Insert a Word Table, Enter Data in the Table and Format the Table • Address and Print an Envelope • Insert and format a SmartArt graphic • Apply character effects • Insert a section break • Insert a Word document in an open document • Create a multilevel list • Create a watermark • Use a template to create a document 	<ul style="list-style-type: none"> • Microsoft Office Specialist Word Certification Prep and Exam
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- Deleting Table Data
- Addressing and Printing Envelopes and Mailing Labels
- Border a Paragraph
- Paragraph Indentation
- SmartArt Graphics
- Inserting an Existing Document in an Open Document
- Creating Headers and Footers
- Editing and Formatting Lists
- Editing and Formatting Tables
- Creating a Watermark
- Theme fonts
- Templates
- Styles
- Sharing a Document
- File Types
- Creating a Webpage from a Word Document
- Creating a Mail Merge
- Identifying the Main Document for Form Letters
- Creating a Data Source
- Editing Records in the Data Source
- Using an Existing Data Source
- Composing the Main Document for a Form Letter
- Merge Fields
- IF Fields

- Create and modify a style
- Save a Word document as a PDF document and webpage
- Use the Mail Merge task pane and the Mailing Tab on the ribbon
- Create and edit a data source
- Insert merge fields in a main document
- Use an IF field in a main document
- Address and print mailing labels and envelopes
- Format a document in multiple columns
- Hyphenate a document
- Insert a column break
- Insert and format a text box
- Copy and paste using a split window
- Modify and format a SmartArt graphic



- Merging the Data Source with the Main Document to Generate Form Letters
- Select Records to Merge
- Sort Data Records
- Merge all data records to a directory
- Correcting Merge Field Errors in Merged Documents
- Displaying Data Source Records in the Main Document
- Addressing Mailing Labels and Envelopes
- Convert text to a table
- Merging All Data Records to a Directory
- Create a Nameplate
- Insert and format WordArt
- Justify paragraphs
- Hyphenate
- Drop Caps
- Columns
- Pull-Quotes
- Text Boxes
- Split Windows
- Column Formatting
- Balance columns
- SmartArt Graphics
- Page Borders



Assessments:

- Formative and summative assessments to assess understanding
- Assessments may include quizzes, practical tests, assignments, and certification exam

Interdisciplinary Connections:

- Knowledge of Word features is useful in all subjects especially classes that require writing
- Word skills can be used for creating documents and tables in other classes as well as outside the classroom
- Create effective and professional document for both personal and business use

Additional Resources:

- District approved textbook and materials
- Teacher created resources
- Online Resources
- Printer
- MOS Word Certification Exam



Subject: Microsoft Office Specialist

Grade: 10-12

Suggested Timeline: 12 Weeks

Unit Title: Microsoft Office PowerPoint

Unit Overview/Essential Understanding:

In this unit, students will become successful candidates for the PowerPoint exam and have a fundamental understanding of the PowerPoint environment as well as the ability to complete tasks independently. They will be able to demonstrate the correct application of the principal features of PowerPoint by creating enhanced presentations for a variety of purposes and situations. Examples include professional-looking presentations, presentations with media and animation, as well as hyperlinks and action buttons.

Students will gain hands-on computer experience while completing extensive business problems and projects. After completion of this unit the students will be prepared to become certified as a Microsoft Office Specialist in PowerPoint. After passing the exam students will be issued a certificate as a Microsoft Office Specialist in PowerPoint which is an industry standard test. This certification will give students a professional edge with evidence of industry recognized role-based skills. These skills will help them to get hired, get ahead, be productive faster, and give them the recognition they deserve. This certification will also give them a professional advantage by providing globally recognized industry endorsed evidence of skills mastery, demonstrating their abilities and willingness to embrace new technologies.

Essential Questions:

- How do you create a presentation with pictures?
- How do you edit the graphics in a presentation?
- How do you enhance a presentation with pictures, Shapes and WordArt?
- How do you create a presentation with video, audio, animation and photos?
- How do you add a chart to a presentation?
- What types of formatting can you apply to a SmartArt Graphic?
- How do you merge a presentation?
- How do you review, accept, and reject presentation changes?
- How do you create a PowerPoint presentation from a Word outline?
- How do you add hyperlinks to a PowerPoint presentation?

Unit Objectives:

- Creating and editing a presentation with pictures

- Enhancing a presentation with pictures, shares, and WordArt
- Reusing a presentation and adding media and animation
- Creating and formatting information graphics
- Collaborating on and delivering a presentation
- Navigating presentations using hyperlinks and action buttons

Focus Standards Addressed in this Unit:

- 15.4.12.A - Apply the creative and productive use of emerging technologies for educational and personal success
- 15.4.12.G - Create an advanced digital project using sophisticated design and appropriate software/applications
- 15.3.12.H - Evaluate presentations for language, proper techniques, and media choices

Important Standards Addressed in this Unit:

- 15.3.12.F - Evaluate a speaker's reasoning and intent; ask questions to deepen understanding. (individual, team, employment, and business)
- 15.3.12.J - Apply strategies to overcome barriers to active listening
- 15.4.12.D - Evaluate emerging input technologies
- 15.4.12.M - Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field

Misconceptions:

- Students might not be aware that you can collaborate on a PowerPoint.
- Students think that presentations must be linear.

Concepts/Content:

- Choosing a document theme and variant
- Creating a title slide
- Formatting characters in a presentation

Competencies/Skills:

- Select and change a document theme and variant
- Create a title slide and a text slide with a multilevel bulleted list
- Add new slides and change slide layouts

Description of Activities:

- Teacher guided instruction on PowerPoint beginning, intermediate and advanced features
- Exercises and activities from textbook that could include "Chapter Work", "In the Lab 1", etc.

<ul style="list-style-type: none"> • Adding a new slide to a presentation • Creating a text slide with a multilevel bulleted list • Adding new slides • Changing slide layouts • Changing themes • Views • Inserting pictures into slides • Resizing photos and illustrations • Closing slides • Making changes to slide text content • Adding transitions • Slide show view • Download themes • Editing slides • Inserting and formatting pictures • Inserting and formatting shapes • Formatting slide backgrounds • Inserting and formatting Wordart • Reviewing and revising individual slides • Inserting photos and adding effects • Modifying placeholders • Modifying and copying illustrations • Adding media to slides • Animating slide content 	<ul style="list-style-type: none"> • Insert pictures into slides with and without content placeholders • Select slide transitions • Insert a picture to create a background • Add an artistic effect to a photo • copy a slide element from one slide to another • Insert and edit a video clip • Insert an audio clip • Insert entrance, emphasis, and exit effects • Insert images from a file into a SmartArt graphic • Convert text to a SmartArt graphic • Create a format a chart • Change table text alignment and orientation • Combine PowerPoint files • Accept and reject a reviewer's proposed changes • Delete, reply to, and insert comments • Use presentation tools to navigate and annotate slide shows • Create a presentation from a Microsoft Word outline • Add hyperlinks to slides and objects 	<ul style="list-style-type: none"> • Class discussions relating to questions such as "Slide Layouts", "Action Buttons", etc. • Microsoft Office Specialist PowerPoint Certification Prep and Exam
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<ul style="list-style-type: none"> • Customizing slide elements • Creating and formatting SmartArt graphics • Adding a chart to a slide and formatting • Adding a table to a slide and formatting • Collaborating on a presentation • Changing slide size and slide show resolution • Saving and packaging a presentation • Protecting and securing a presentation • Using presentation tools • Creating a presentation from a Word outline • Adding hyperlinks and action buttons • Positioning slide elements • Modifying placeholder text settings • Modifying bullets • Running a slide show with hyperlinks and action buttons 	<ul style="list-style-type: none"> • Add action buttons and action settings 	
<p>Assessments:</p> <ul style="list-style-type: none"> • Formative and summative assessments to assess understanding • Assessments may include quizzes, practical tests, assignments, and certification exam 		



Interdisciplinary Connections:

- Knowledge of PowerPoint features is useful in all subjects especially classes that require presentations
- PowerPoint skills can be used for creating presentations and handouts in other classes as well as outside the classroom
- Create effective and professional presentations for both personal and business use

Additional Resources:

- District approved textbook and materials
- Teacher created resources
- Online Resources
- Printer
- MOS PowerPoint Certification Exam