

Cocalico School District
Year-at-a-Glance - Curriculum Overview

Department: Business

Course: Microsoft Office & Info Technologies

Grade Level: 9-12

Big Ideas

- To introduce students to the major Microsoft Office programs
- To provide students with different technology tools that will be useful beyond high school
- To help students understand how to create a variety of computer generated documents
- To teach students how to make a successful presentation

Units of Study	% of Course Time	Textbooks & Supplemental Materials	Assessments	Standards Addressed
MICROSOFT WORD <ul style="list-style-type: none"> • Chapter 1 – Document Basics • Chapter 2 – Formatting Text • Chapter 3 – Formatting Paragraphs & Editing Text • Chapter 4 – Working w/ Tables • Chapter 5 – Working w/ Tabs • Chapter 6 – Working w/ Columns & Page Setup • Chapter 7 – Using Headers, Footers, & Reference • Chapter 8 – Working with Graphics & Visual Elements • Chapter 9 – Sharing & Working Collaboratively 	50%	<ul style="list-style-type: none"> • Learn by Doing MOS Word 2019 eText • Chapter Notes PowerPoints • Teacher Created Worksheets & Activities 	<ul style="list-style-type: none"> • End of Chapter Lab exercises • End of Chapter case problems • Terminology quizzes • End of Unit Project 	<ul style="list-style-type: none"> • 15.1.12 D, G • 15.3.12 A-F, I-X • 15.4.12 A-E, G, K-M • 15.8.12 J • 15.9.12 D, I, J
MICROSOFT EXCEL <ul style="list-style-type: none"> • Chapter 1 – Worksheet Basics • Chapter 2 – Formatting Data • Chapter 3 – Page Layout options • Chapter 4 – Working with Numbers & Formulas • Chapter 5 – Working with Shapes & Elements • Chapter 6 – Working with Charts & Graphs • Chapter 7 – Sharing & Working Collaboratively 	30%	<ul style="list-style-type: none"> • Learn by Doing MOS Excel 2019 eText • Chapter Notes PowerPoints • Teacher Created Worksheets & Activities 	<ul style="list-style-type: none"> • End of Chapter Lab exercises • End of Chapter case problems • Terminology quizzes • End of Unit Project 	<ul style="list-style-type: none"> • 15.1.12 Q, R • 15.2.12 D-G • 15.3.12 A-F, I-X • 15.4.12 A-E, G, K-M • 15.8.12 J • 15.9.12 D, J
MICROSOFT POWERPOINT <ul style="list-style-type: none"> • Chapter 1 – Presentation Basics • Chapter 2 – Applying Transitions & Animations • Chapter 3 – Customizing Presentations • Chapter 4 – Enhancing Slide Elements • Chapter 5 – Using Design Themes & Templates • Chapter 6 – Working with Presentation Views • Chapter 7 – Sharing & Working Collaboratively 	15%	<ul style="list-style-type: none"> • Learn by Doing MOS PowerPoint 2016 eText • Chapter Notes PowerPoint • Teacher Created Worksheets & Activities 	<ul style="list-style-type: none"> • End of Chapter Lab exercises • End of Chapter case problems • Terminology quizzes • End of Unit Project 	<ul style="list-style-type: none"> • 15.3.12 A-X • 15.4.12 A-E, G, K-M • 15.8.12 J • 15.9.12 D, I, J
IMOVIE	5%	<ul style="list-style-type: none"> • Tutorials on YouTube • iMovie Basics Website • Lessons on Common Sense.org 	<ul style="list-style-type: none"> • All About Me movie • Biography movie • Career Profile movie • Commercial movie 	<ul style="list-style-type: none"> • 15.3.12 C-X • 15.4.12 A-E, G, K-M • 15.9.12 D, I



Eagle P.A.C.T. Course Connections:

Microsoft Office exposes students to problem-solving as they learn how to make corrections to existing computer created documents. In addition, this course teaches adaptability/flexibility as students learn how different tools & features can make impactful changes to their documents. This course also develops communication & teamwork skills as students have assignments where they work with partners or in groups.