

# Cornwall-Lebanon School District Curriculum Overview

## Microsoft Office Applications—Core - Grades 9-12

20 length of time in weeks	Concepts & Competencies	Common Assessments	Academic Standards (PA Core if applicable)
Unit 1  7	<p style="text-align: center;"><b><u>Microsoft Word</u></b></p> <p>Students will learn to utilize the core-level features of Microsoft Word efficiently and effectively in order to create and modify documents while also working toward future Microsoft Word certification if desired.</p>	<ul style="list-style-type: none"> <li>➤ Word Performance Marking Period Test</li> </ul>	PA—CTE—Business, Management, Marketing and Support Services—Administrative Assistant and Secretarial Science (52.0401): 301 302 303 304
Unit 2  5	<p style="text-align: center;"><b><u>Microsoft Excel</u></b></p> <p>Students will learn to utilize the core-level features of Microsoft Excel efficiently and effectively in order to create and format worksheets and charts while also working toward future Microsoft Excel certification if desired.</p>	<ul style="list-style-type: none"> <li>➤ Excel Performance Test</li> <li>➤ Marking Period Test</li> </ul>	401 402 404 405
Unit 3  5	<p style="text-align: center;"><b><u>Microsoft PowerPoint</u></b></p> <p>Students will learn to utilize the core-level features of Microsoft PowerPoint efficiently and effectively in order to create and modify presentations while also working toward future Microsoft PowerPoint certification if desired.</p>	<ul style="list-style-type: none"> <li>➤ PowerPoint Performance Test</li> <li>➤ Marking Period Test</li> </ul>	601 602
Unit 4  3	<p style="text-align: center;"><b><u>Microsoft Access</u></b></p> <p>Students will learn to utilize the core-level features of Microsoft Access efficiently and effectively in order to create and modify databases while also working toward future Microsoft Access certification if desired.</p>	<ul style="list-style-type: none"> <li>➤ Access Performance Test</li> <li>➤ Marking Period Test</li> </ul>	501 502