# Cornwall-Lebanon School District Curriculum Overview

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Length of Time (weeks)</th>
<th>Concepts &amp; Competencies</th>
<th>Common Assessments</th>
<th>Academic Standards (PA Core if applicable)</th>
</tr>
</thead>
</table>
| **Unit 1** | 7 | **Microsoft Word**  
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. | ➢ Word Performance Marking Period Test | PA—CTE—Business, Management, Marketing and Support Services—Administrative Assistant and Secretarial Science (52.0401): 301 302 303 304 |
| **Unit 2** | 5 | **Microsoft Excel**  
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. | ➢ Excel Performance Test  
➢ Marking Period Test | 401 402 404 405 |
| **Unit 3** | 5 | **Microsoft PowerPoint**  
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. | ➢ PowerPoint Performance Test  
➢ Marking Period Test | 601 602 |
| **Unit 4** | 3 | **Microsoft Access**  
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. | ➢ Access Performance Test  
➢ Marking Period Test | 501 502 |