

Cornwall-Lebanon School District Curriculum Overview

Microsoft Office Applications—Expert - 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;"><u>Microsoft Word</u></p> <p>Students will learn to utilize the expert-level features of Microsoft Word efficiently and effectively while focusing on creating and formatting tables, illustrating documents with graphics, working with themes and building blocks, and merging Word documents while preparing for the Microsoft Office Specialist Word certification examination.</p>	<ul style="list-style-type: none"> ➤ Word Performance Test ➤ Microsoft Office Specialist Word certification examination* <p>*Note: Students must take at least one of the Microsoft Office Specialist certification examinations, but they are not required to take all of them.</p>	PA—CTE—Business, Management, Marketing and Support Services—Administrative Assistant and Secretarial Science (52.0401): 301 302 303 304 306
Unit 2 5	<p style="text-align: center;"><u>Microsoft Excel</u></p> <p>Students will learn to utilize the expert-level features of Microsoft Excel efficiently and effectively while focusing on analyzing data using formulas, managing workbook data, and using tables and analyzing table data while preparing for the Microsoft Excel Office Specialist certification examination.</p>	<ul style="list-style-type: none"> ➤ Excel Performance Test ➤ Microsoft Office Specialist Excel certification examination* 	401 402 405 406 407
Unit 3 5	<p style="text-align: center;"><u>Microsoft Access</u></p> <p>Students will learn to utilize the expert-level features of Microsoft Access efficiently and effectively while focusing on modifying the database structure, creating multiple table queries, enhancing forms, and analyzing data with reports while preparing for the Microsoft Office Specialist Access certification examination.</p>	<ul style="list-style-type: none"> ➤ Access Performance Test ➤ Microsoft Office Specialist Access certification examination* 	501 502 503 504 505

Unit 4

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Microsoft PowerPoint

Students will learn to utilize the expert-level features of Microsoft PowerPoint efficiently and effectively while focusing on advanced drawing, formatting, animation, objects, and output while preparing for the Microsoft Office Specialist PowerPoint certification examination.

- PowerPoint Performance Test
- Microsoft Office Specialist PowerPoint certification examination*

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