

MANCHESTER REGIONAL HIGH SCHOOL

Business Department

Computers MS Office

REVISED & ADOPTED  
October 2017

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## Manchester Regional High School - COURSE OUTLINE

<b>Course Title:</b> Microsoft Office	
<b>Department:</b> Business	<b>Grade(s):</b> 9-12
<b>Level(s):</b> Academic	<b>Credit:</b> 2.5
<b>Course Description</b> Students will apply fundamental computer skills in a business setting using the Microsoft Office suite in a Windows environment. The course builds upon the applications and integration of word processing, spreadsheets, data base management, and multi-media presentations. Upon completion of this course, students will have developed the skills necessary to pursue entry-level employment as well as the background necessary for college course applications.	
<b>Required Instructional Materials</b> Microsoft Office Suite / Windows computer for each student Textbook: TBD	<b>Completion/Revision Date</b> Revisions Approved by Board of Education on October 19, 2017

### Mission Statement of the Curriculum Management Team

The mission of the Career and Technical Education Curriculum Management Team is to ensure that students, as a result of their experiences in K-12, will demonstrate transferable skills, knowledge, and attributes for successful life management, employment, career development, post-secondary educational opportunities, and life long learning.

### Enduring Understandings for the Course

- MS Suite is a universal tool used in personal, professional and educational settings.
- Microsoft applications are interchangeable.
- MS Excel is a tool used to communicate data in an organized format in a variety of personal and professional situations.
- Data can be calculated, sorted and analyzed using MS Excel.
- MS PowerPoint can be an effective communication tool when used properly.
- MS PowerPoint is used as an enhancement for an oral presentation in professional situations.
- A database can be used to organize and manage large amounts of information in a variety of personal and professional situations.
- MS Applications are effective vehicles for communicating information for both personal and professional uses.
- MS Applications can enhance communications.
- Principles of Design must be considered in the creation of documents, spreadsheets, presentations and databases.
- To communicate effectively, a variety of vehicles can be used suitable to task, purpose, and audience.

**LEARNING STRAND**

1.0 Microsoft Basics

**ENDURING UNDERSTANDING(S)**

- MS Suite is a universal tool used in personal, professional and educational settings.
- Microsoft applications are interchangeable.

**ESSENTIAL QUESTION(S)**

- What makes the Office Suite a universal tool?

**LEARNING OBJECTIVES** The student will:

- 1.1 Identify hardware components appropriate for specific tasks.
  - a. Input
  - b. Output
  - c. Storage
- 1.2 Identify components of the Microsoft Word document.
- 1.3 Demonstrate the process of viewing, printing and saving documents.

**INSTRUCTIONAL SUPPORT MATERIALS**

- *Microsoft Word It!* by Hicks and Tavano through Business Education Publishing Inc.
- *Skateboards, Inc.* simulation by Silvia and Viveiros through Business Education Publishing Inc.

**SUGGESTED INSTRUCTIONAL STRATEGIES**

- Computer-assisted instruction
- Project based learning
- Individualized instruction
- Peer teaching

**SUGGESTED ASSESSMENT METHODS**

- Rubrics
- Tests
- Quizzes
- Activity-based projects
- Authentic writing

## LEARNING STRAND

2.0 Microsoft Excel

### **ENDURING UNDERSTANDING(S)**

- MS Excel is a tool used to communicate data in an organized format in a variety of personal and professional situations.
- Data can be calculated, sorted and analyzed using MS Excel.

### **ESSENTIAL QUESTION(S)**

- In what situations, personal or professional, can MS Excel be used?
- How can MS Excel be used to solve problems?
- How can MS Excel be used to improve communication?

### **LEARNING OBJECTIVES** – The student will:

- 2.1 Identify components of an MS Excel workbook.
- 2.2 Navigate through an MS Excel workbook.
- 2.3 Demonstrate use of menus and toolbars.
- 2.4 Use MS Excel commands for a variety of tasks.
- 2.5 Input accurate data and text into MS Excel.
- 2.6 Format spreadsheet to accommodate data.
- 2.7 Designate the format of a cell to accommodate different kinds of text and numerical data.
- 2.8 Explore MS Excel functions.
- 2.9 Calculate numeric equations using spreadsheet formulas and functions.
- 2.10 Utilize spreadsheet data to create charts and graphs.
- 2.11 Design a spreadsheet to analyze data.

### **INSTRUCTIONAL SUPPORT MATERIALS**

- *Microsoft Excel It!* by Salem and Tavano through Business Education Publishing Inc.
- *Skateboards, Inc.* simulation by Silvia and Viveiros through Business Education Publishing Inc.
- Various websites

### **SUGGESTED INSTRUCTIONAL STRATEGIES**

- Computer-assisted instruction
- Project based learning
- Individualized instruction
- Peer teaching

### **SUGGESTED ASSESSMENT METHODS**

- Rubrics
- Tests
- Quizzes
- Activity-based projects
- Authentic writing

## LEARNING STRAND

### 3.0 Microsoft PowerPoint

#### **ENDURING UNDERSTANDING(S)**

- MS PowerPoint can be an effective communication tool when used properly.
- MS PowerPoint is used as an enhancement for an oral presentation in professional situations.

#### **ESSENTIAL QUESTION(S)**

- How can MS PowerPoint enhance delivery of information?
- What makes an MS PowerPoint presentation effective?

#### **LEARNING OBJECTIVES** – The student will:

- 3.1 Identify the components in the PowerPoint window.
- 3.2 Identify the criteria of an effective presentation.
- 3.3 Demonstrate use of menus and toolbars.
- 3.4 Research and organize data to conduct a multimedia presentation.
- 3.5 Input data on slide to visually display information.
- 3.6 Enhance a slide using templates, graphics, layouts, animations, sounds, and transitions.
- 3.7 Demonstrate use of PowerPoint as a tool in an oral presentation.

#### **INSTRUCTIONAL SUPPORT MATERIALS**

- *Microsoft Present It!* by Lee and Morrison through Business Education Publishing Inc.
- *Skateboards, Inc.* simulation by Silvia and Viveiros through Business Education Publishing Inc.

#### **SUGGESTED INSTRUCTIONAL STRATEGIES**

- Computer-assisted instruction
- Project based learning
- Individualized instruction
- Peer teaching

#### **SUGGESTED ASSESSMENT METHODS**

- Rubrics
- Activity-based projects
- Oral presentation
- Peer assessment

## LEARNING STRAND

### 4.0 Microsoft Access

#### **ENDURING UNDERSTANDING(S)**

- A database can be used to organize and manage large amounts of information in a variety of personal and professional situations.

#### **ESSENTIAL QUESTION(S)**

- How can a database be used to organize information?
- What information should be gathered to include in a database?

#### **LEARNING OBJECTIVES** – The students will:

- 4.1 Describe databases and database management systems.
- 4.2 Identify uses of a database system.
- 4.3 Describe the features of the MS Access window.
- 4.4 Research information to be included in an MS Access database.
- 4.5 Organize how information will be stored in an MS Access database.
- 4.6 Create a database.
- 4.7 Input information into database tables.
- 4.8 Organize data using MS Access tools.

#### **INSTRUCTIONAL SUPPORT MATERIALS**

- *Microsoft Access It!* by McGuinness through Business Education Publishing Inc.
- *Skateboards, Inc.* simulation by Silvia and Viveiros through Business Education Publishing Inc.

#### **SUGGESTED INSTRUCTIONAL STRATEGIES**

- Computer-assisted instruction
- Project based learning
- Individualized instruction
- Peer teaching

#### **SUGGESTED ASSESSMENT METHODS**

- Rubrics
- Activity-based projects

## LEARNING STRAND

### 5.0 Communicating through Microsoft Suite Applications

#### **ENDURING UNDERSTANDING(S)**

- MS Applications are effective vehicles for communicating information for both personal and professional uses.
- MS Applications can enhance communications.
- Principles of Design must be considered in the creation of documents, spreadsheets, presentations and databases.
- To communicate effectively, a variety of vehicles can be used suitable to task, purpose, and audience.

#### **ESSENTIAL QUESTION(S)**

- How can MS Applications be integrated effectively?
- How are the Principles of Design essential for effective communication?
- How is it determined which MS Application should be used to communicate effectively?

#### **LEARNING OBJECTIVES** – The student will:

- 5.1 Identify how MS Applications (Word, Excel, PowerPoint, Access) can be used to communicate effectively.
- 5.2 Analyze the task, purpose and audience when choosing MS Applications.
- 5.3 Identify the Principles of Design.
- 5.4 Apply the Principles of Design to MS Applications.
- 5.5 Integrate MS Application software.

#### **INSTRUCTIONAL SUPPORT MATERIALS**

- *Microsoft Access It!* by McGuinness through Business Education Publishing Inc.
- *Skateboards, Inc.* simulation by Silvia and Viveiros through Business Education Publishing Inc.

#### **SUGGESTED INSTRUCTIONAL STRATEGIES**

- Computer-assisted instruction
- Project based learning
- Individualized instruction
- Peer teaching

#### **SUGGESTED ASSESSMENT METHODS**

- Rubrics
- Activity-based projects









































