

Department: Business & Information Technology

Course Name: TC - Microsoft Hybrid

Grades level: 9-12

Credits: .5

Prerequisite: None

Resources:

Testout - Online Curriculum: <https://w3.testout.com/>

Course Description:

This course offers an in depth look into the 4 main components of Microsoft Office, Word, Excel, PowerPoint and Outlook. In this course you will utilize a self-paced tool called Test-out, which provides videos, readings and labs to help learn the various tools. At the completion of each unit, you will have the opportunity to earn an industry certification. Microsoft is a powerful tool that is used in industry, and will be a skill that you can use throughout your life!

Units/Duration:

UNIT	DURATION
Microsoft PowerPoint	2 Weeks
Microsoft Word	3 Weeks
Microsoft Excel	3 Weeks
Microsoft Outlook	1 Week

Enduring Understandings (course level)

1. Technology is constantly changing
2. Technology has been and is an integral part of every aspect of the business world
3. Creativity, innovation, and critical thinking are essential for personal and professional success in a technologically advanced world.
4. Responsible digital citizenship requires effective oral, written and online communication and collaboration skills.
5. Email communication is vital to workplace success.
6. Developing emails and calendar items is essential for the workplace.
7. Principles of design must be considered in the creation of databases.
8. Skills developed using software programs transfer from one to another.
9. Formulas allow organizations to efficiently track data.
10. Excel is a tool used to communicate data in an organized format for a variety of personal and professional situations.
11. Data can be calculated, sorted and analyzed using Excel.
12. Proper formatting is essential in producing quality work.
13. Microsoft Word is the standard in the business industry.

WI Common Career Technical Core Standards

Wisconsin Common Career Technical Core Standards Covered

This course will address the following Wisconsin CTE Standards using the following activities

- Weekly Professionalism Self Reflection and Goal Setting Assignments
 - CD1.b.2.e: Define a goal and describe why it is important to have goals.
 - CD2.a: Apply academic experiences to the world of work, inter-relationships and the community.
 - CD4.c.4.h: Model behaviors that demonstrate reliability and dependability.

Duration: 9 weeks (Block)

Last Revision Date: April 2021

Unit	E U	Essential Questions	Concepts/Skills	Texts/ Resources	Assessments *Specify as formative (f) and summative(s)	Standards <i>*Identify Standards Used</i>
Unit 1 Microsoft PowerPoint (2 Weeks)		1. What is the purpose of a Presentation Software? 2. What are the business standard functions individuals should know in a Presentation Software?	1. I can create a PowerPoint Presentation 2. I can format a PowerPoint presentation 3. I can develop, save and manage presentations 4. I can insert content and various media into a presentation 5. I can incorporate in effects and movement into a PowerPoint presentation	Test Out Online Software	Various practice assignments (group & individual) conversations and simulations (f) Certiport - Microsoft Office Specialist - PowerPoint (s) Microsoft PowerPoint Project (S)	DGC3.c: Design and produce media-rich presentations IT1.d: Select and use appropriate features of presentation tools to communicate effectively.

<p>Unit 2</p> <p>Microsoft Word</p> <p>(3 Weeks)</p>		<ol style="list-style-type: none"> 1. How do you format a document? 2. How is Microsoft Word used in the business industry? 3. Why is it important to key accurately and efficiently? 4. Why is it more important to emphasis accurate touch typing before speed? 	<ol style="list-style-type: none"> 1. I can open, create and manage a Word Document 2. I can format and design a word document 3. I can save and manage a word file 4. I can insert items and media into a word document 5. I can use formatting tools to rearrange and restructure a Word document 	<p>Test Out online software</p>	<p>Various practice assignments (group & individual) conversations and simulations (f)</p> <p>Certiport - Microsoft Office Specialist - Word (s)</p> <p>Microsoft WordProject (S)</p>	<p>IT1.b: Select and use appropriate features of a word processor to organize and effectively communicate information.</p>
<p>Unit 3</p> <p>Microsoft Excel</p> <p>(3 Weeks)</p>		<ol style="list-style-type: none"> 1. What are different formulas within Excel? 2. What is a spreadsheet? 3. How can formulas be used in a spreadsheet? 4. How can Excel be used to solve problems? 	<ol style="list-style-type: none"> 1. I can open, create and manage an Excel workbook 2. I can utilize formulas in Excel 3. I can utilize Functions in excel 4. I can format and design workbooks and sheets within Excel 5. I can create pivot tables 6. I can create charts and graphs within Excel 7. I can insert and format data within Excel 8. I can save and manage an Excel file 	<p>Test Out Online Software</p>	<p>Various practice assignments (group & individual) conversations and simulations (f)</p> <p>Certiport - Microsoft Office Specialist - Excel (s)</p> <p>Microsoft Excel Project (S)</p>	<p>IT1.c: Select and use appropriate features of a spreadsheet program to organize and effectively communicate information.</p>
<p>Unit 4</p> <p>Microsoft</p>		<ol style="list-style-type: none"> 1. What is Microsoft Outlook? 	<ol style="list-style-type: none"> 1. I can create an email using Microsoft Outlook 	<p>Test Out Online Software</p>	<p>Various practice assignments (group &</p>	<p>IT3.b: Solve personal and business</p>

<p>Outlook (1 Week)</p>		<ol style="list-style-type: none"> 2. What is a calendar appointment? 3. How do I use appointments and emails in outlook? 4. How are email and calendar appointments essential for effective communication? 5. In what situations would email and calendar appointments be appropriate? 	<ol style="list-style-type: none"> 2. I can create a calendar appointment using Microsoft Outlook 3. I can adjust email settings 4. I can adjust calendar appointment settings 		<p>individual) conversations and simulations (f)</p> <p>Microsoft Outlook Certification</p>	<p>problems using advanced database features</p> <p>T3.a: Organize information using a database management system.</p>
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