HIGH SCHOOL CURRICULUM PROPOSAL

Microsoft Office 1- Word & PowerPoint

Microsoft Office

Shane Finley & Cheryl Peterson

Underline the Appropriate Item: New Course / **Major revision to an existing course**

Implementation Date: Fall 2014

Person(s) who will write the Curriculum: Shane Finley & Cheryl Peterson

Respond to the following:

Duration: 1 Semester

Open to: 9-12

Prerequisites: None

Pass/Fail Option: N/A

Credit: 0.5 Technology Credit with possible MCAS certification (Microsoft Certified Application Specialist)

If the course meets a graduation requirement, which one does meet?
Technology Credit

Where does this course fit into department sequence?
This course should be the beginning computer class for all students.

What is the potential impact of this course on the other department offerings?
Students will be able to use these skills within other computer classes as well as any other school class.

Course Description
Microsoft Office Word and PowerPoint is designed to advance word processing skills. Software instruction begins with Word 2007 Level 1 concepts of information processing required by business and college. Software instruction also includes PowerPoint 2007 Level 1 involving the creation of slideshows, speaker notes, and handouts. Students successfully completing this course may elect to sit for Microsoft Certified Application Specialist Core Certification.

Submit the Completed form to the Building Principal who will forward to the Superintendent

HIGH SCHOOL CURRICULUM PROPOSAL

Special Notes (i.e., extended periods, team teaching, etc.)
None

RATIONALE, OBJECTIVES, STRATEGIES

1. Course Rationale

A) What is the evidence of student need for this course?
The students need this course to gain certifications that can be used within the workplace.

B) What departmental needs/goals would this course meet?
This course would meet departmental goals by giving the students a chance to earn a workplace certification.

C) What institutional needs/goals would this course meet?
This course would meet the institutional goals by providing students with a 21st century education.

2. Course Objectives: What will each student learn and know?
Microsoft Word Objectives:

1. Creating and Customizing Documents
    - 1.1. Create and format documents
    - 1.2. Lay out documents
    - 1.3. Make documents and content easier to find
    - 1.4. Personalize Office Word 2007.
2. Formatting Content
    - 2.1. Format text and paragraphs
    - 2.2. Manipulate text
    - 2.3. Control pagination
3. Working with Visual Content
    - 3.1. Insert illustrations
    - 3.2. Format illustrations
    - 3.3. Format text graphically
    - 3.4. Insert and modify text boxes
4. Organizing Content
    - 4.1. Structure content by using Quick Parts
    - 4.2. Use tables and lists to organize content
    - 4.3. Modify tables
    - 4.4. Insert and format references and captions
    - 4.5. Merge documents and data sources
5. Reviewing Documents
    - 5.1. Navigate documents.
    - 5.2. Compare and merge document versions
    - 5.3. Manage tracked changes
    - 5.4. Insert, modify, and delete comments

6. Sharing and Securing Content
    6.1. Prepare documents for sharing
    6.2. Control document access

Microsoft PowerPoint Objectives:

1. Creating and Formatting Presentations
    1.1. Create new presentations
    1.2. Customize slide masters.
    1.3. Add elements to slide masters
    1.4. Create and change presentation elements
    1.5. Arrange slides
2. Creating and Formatting Slide Content
    2.1. Insert and format text boxes.
    2.2. Manipulate text.
    2.3. Add and link existing content to presentations
    2.4. Apply, customize, modify, and remove animations
3. Working With Visual Content
    3.1. Create SmartArt diagrams
    3.2. Modify SmartArt diagrams.
    3.3. Insert illustrations and shapes.
    3.4. Modify illustrations
    3.5. Arrange illustrations and other content
    3.6. Insert and modify charts
    3.7. Insert and modify tables
4. Collaborating on and Delivering Presentations
    4.1. Review presentations
    4.2. Protect presentations.
    4.3. Secure and Share Presentations
    4.4. Prepare printed materials
    4.5. Prepare for and rehearse presentation delivery

3. What types of instructional strategies will be used in the class?

One on One, Self Paced Software Guided Student Projects

4. What types of student assessment procedures will be used? How will the assessment be used to guide instruction?

The software program paired with this class will keep record of student progress and provide the student with tests before they can move onto the next section. Real world workplace scenarios are used to teach the course concepts. The final assessment would be taking the MCAS test.

HIGH SCHOOL CURRICULUM PROPOSAL

5. List resources needed and approximate costs to implement this course. Include staff development, materials, textbooks, additional staff, equipment, technology resources, facilities, and fees.

CEANCI funds will be used for all software/equipment and certification exams.