

# HIGH SCHOOL CURRICULUM PROPOSAL

Microsoft Office 2- Excel

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:      Microsoft Office 1

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 Excel is designed to advance spreadsheet skills. Software instruction begins with Excel 2007 Level 1 involving the utilization of functions, ranges, and formulas in spreadsheets. Tables, text, and data will be integrated into reports and charts. Students successfully completing this course may elect to sit for Microsoft Certified Application Specialist Core Certification.

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**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?**

#### **1. Capturing Data**

- 1.1 Restrict data entry by using data validation.
- 1.2 Link form controls to cells.
- 1.3 Import data from an external source.
- 1.4 Link to data in an external source.

#### **2. Calculating Data by Using Advanced Formulas**

- 2.1 Create formulas that combine Lookup & Reference and Statistical functions.
- 2.2 Create formulas that combine Date & Time, Text, and Logical functions.
- 2.3 Manage and reference defined names.
- 2.4 Audit formulas.

#### **3. Managing Data Ranges**

- 3.1 Consolidate data ranges.
- 3.2 Select and manipulate similar cells and objects.
- 3.3 Apply advanced filtering.
- 3.4 Protect data in a worksheet.

#### **4. Summarizing and Analyzing Data**

- 4.1 Create PivotTables and Pivot Charts.
- 4.2 Modify PivotTable content.
- 4.3 Perform what-if analysis.

#### **5. Formatting Worksheet and Chart Content**

- 5.1 Create custom number formats.
- 5.2 Define advanced conditional formatting rules by using formulas.
- 5.3 Add visual elements to a chart.

#### **6. Managing Macros and User-Defined Functions**

- 6.1 Record and edit a macro.
- 6.2 Manage existing macros.
- 6.3 Create a user-defined function (UDF).

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### **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.

### **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.

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