

**Randolph Township Schools
Randolph High School**

Microsoft Office Professional

“Technology lets people be creative. It lets people be productive. It lets people learn things that they didn’t think they could learn before.”

-Steve Ballmer

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**Randolph Township Schools
Department of STEM
Microsoft Office Professional**

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Randolph Township Schools

Mission Statement

We commit to inspiring and empowering all students in Randolph schools to reach their full potential as unique, responsible and educated members of a global society.

Randolph Township Schools Affirmative Action Statement

Equality and Equity in Curriculum

The Randolph Township School district ensures that the district's curriculum and instruction are aligned to the state's standards. The curriculum provides equity in instruction, educational programs and provides all students the opportunity to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

N.J.A.C. 6A:7-1.7(b): Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972

RANDOLPH TOWNSHIP BOARD OF EDUCATION

EDUCATIONAL GOALS

VALUES IN EDUCATION

The statements represent the beliefs and values regarding our educational system. Education is the key to self-actualization, which is realized through achievement and self-respect. We believe our entire system must not only represent these values, but also demonstrate them in all that we do as a school system.

We believe:

- The needs of the child come first
- Mutual respect and trust are the cornerstones of a learning community
- The learning community consists of students, educators, parents, administrators, educational support personnel, the community and Board of Education members
- A successful learning community communicates honestly and openly in a non-threatening environment
- Members of our learning community have different needs at different times. There is openness to the challenge of meeting those needs in professional and supportive ways
- Development of desired capabilities comes in stages and is achieved through hard work, reflection and ongoing growth
- Assessment of professionals (i.e., educators, administrators and educational support personnel) is a dynamic process that requires review and revision based on evolving research, practices and experiences

Randolph Township Schools
Department of Science, Technology, Engineering and Math

Microsoft Office Professional
Introduction

The Microsoft Office Professional course is designed to provide students with a thorough understanding of Microsoft Operating System's Application Programs. This suite of programs includes: Access, Excel, PowerPoint, and Word. Students will possess the requisite knowledge to earn the Microsoft Office Specialist (MOS) certification. According to industry websites, "Certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies." The application of the following Career Readiness Practices will be utilized throughout the course.

CRP1-Career Ready Practices: All students will act as a responsible and contributing citizen and employee.

CRP2-Career Ready Practices: All students will apply appropriate academic and technology skills.

CRP4-Career Ready Practices: All students will communicate clearly and effectively and with reason.

CRP5-Career Ready Practices: All students will consider the environmental, social and economic impacts of decisions.

CRP6-Career Ready Practices: All students will demonstrate creativity and innovation.

CRP7-Career Ready Practices: All students will employ valid and reliable research strategies.

CRP8-Career Ready Practices: All students will utilize critical thinking to make sense of problems and persevere in solving them.

CRP9-Career Ready Practices: All students will model integrity, ethical leadership and effective management.

CRP11-Career Ready Practices: All students will use technology to enhance productivity.

CRP12-Career Ready Practices: All students will work productively in teams while using global competence.

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Curriculum Pacing Chart
Microsoft Office Professional

SUGGESTED TIME ALLOTMENT	UNIT NUMBER	CONTENT - UNIT OF STUDY
9 weeks	I	Microsoft Word
9 weeks	II	Microsoft Access
9 weeks	III	Microsoft Excel
9 weeks	IV	Microsoft PowerPoint

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Microsoft Office Professional

UNIT I: Microsoft Word

TRANSFER: Students will be able to perform a number of Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects.

STANDARDS / GOALS:	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS
<p>Standard 8.1.12.A.1- Educational Technology: All students will Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>Standard 8.1.12.A.3- Educational Technology: All students will collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p>	<p>Obtaining expertise in business communication skills will prepare students for career opportunities.</p>	<ul style="list-style-type: none"> • How do we communicate effectively in business correspondence? • How do the features of Microsoft Word differentiate it from its competitors? • How do you determine which document template is appropriate for your message?
<p>Standard 8.1.12.B.2- Educational Technology: All students will apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>Standard 8.1.12.C.1- Educational Technology: All students will develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>Technology skills are a requirement for success in the competitive global environment.</p>	<ul style="list-style-type: none"> • How is preparing a Microsoft Word document able to help you become more effective in communicating your business’s “message?” • How does your formatting change or enhance your message?
<p>Standard 8.1.12.D.1- Educational Technology: All students will Demonstrate appropriate application of copyright, fair use and/or Creative Commons to an original work.</p> <p>Standard 8.1.12.D.3- Educational Technology: All students will compare and contrast policies on filtering and censorship both locally and globally.</p> <p>Standard 8.1.12.F.1- Educational Technology: All students will evaluate the strengths and limitations of emerging technologies and their impact on educational, career, personal and or social needs.</p>	<p>Communicating in writing on business events will create awareness and understanding of societal/industrial trends.</p>	<ul style="list-style-type: none"> • How do we use technology to convey information using Microsoft Word? • What features and templates in Word can be used to disseminate information in the appropriate context? (Letters, memos, etc.)

	KNOWLEDGE	SKILLS
	<p>Students will know:</p> <p>How to create and manage documents.</p> <p>How to format text, paragraphs, and sections for different types of documents.</p> <p>How to create tables and lists.</p> <p>How footnotes are used with references.</p> <p>How documents can be enhanced using various graphic elements.</p> <p>KEY TERMS: Accessibility checker, alignment, auto correct, bookmark, borders, clipboard, compatibility checker, dialog box, document, document inspector, find, font, footers, formatting toolbar, headers, help menu, hyperlink, list, margins, menu bar, orientation, references, replace, ruler, scroll bars, standard toolbar, styles pane, tables, tabs, templates, text box, WordArt.</p>	<p>Students will be able to:</p> <p>Create and navigate through a document.</p> <p>Customize options and views for documents.</p> <p>Format, order, and group text and paragraphs.</p> <p>Design and modify tables that are embedded in a document.</p> <p>Set up and modify lists that are embedded in a document.</p> <p>Create and manage reference markers and simple references for document evidence.</p> <p>Inserting and formatting graphic elements and using WordArt graphics to accentuate documents.</p>

ASSESSMENT EVIDENCE: Students will show their learning by:

- Completing Practice Tasks through <http://MOSWord2016/Objective1>: 1.1-1.5, 2.1-2.3, 3.1-3.3, 4.1-4.2, and 5.1-5.3.
- Quizzes from Gcflearnfree and Quizlet.
- Certification Examination.

KEY LEARNING EVENTS AND INSTRUCTION:

- Model how Word can be utilized to communicate to the appropriate audience.
- Identify relevant uses for Word.
- Demonstrated student-driven learning.

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Microsoft Office Professional
Unit I: Microsoft Word

SUGGESTED TIME ALLOTMENT	CONTENT-UNIT OF STUDY	SUPPLEMENTAL UNIT RESOURCES
9 Weeks	<p>Unit I: Microsoft Word</p> <ul style="list-style-type: none"> ○ Create and manage documents ○ Format text, paragraphs, and sections ○ Create tables and lists ○ Create and manage references ○ Insert and format graphic elements 	<p>Blackboard learning community</p> <p>www.gcflearnfree.org/topics/office2016</p> <p>www.kingofalltechnology.com</p> <p>www.lynda.com (Microsoft Word tutorial)</p> <p>www.quizlet.com</p> <p>www.support.microsoft.com/en-us</p> <p>www.youtube.com</p>

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Microsoft Office Professional

UNIT II: Microsoft Access

TRANSFER: Students will be able to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, multi-table queries and complete tasks independently.

STANDARDS / GOALS:	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS
<p>Standard 8.1.12.A.1- Educational Technology: All students will Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>Standard 8.1.12.A.3- Educational Technology: All students will collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p>	<p>Managing information in a company is an integral part of operating a business.</p>	<ul style="list-style-type: none"> • Why does business need to collect and manage data on current and potential customers? • What methods can be used to handle and control data? • Why do you need to maintain and protect a database?
<p>Standard 8.1.12.A.5- Educational Technology: All students will create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p>Standard 8.1.12.B.2- Educational Technology: All students will apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>Standard 8.1.12.C.1- Educational Technology: All students will develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>With a properly designed and maintained management system, a company can operate smoothly.</p>	<ul style="list-style-type: none"> • What are the key components to a database? • How does Microsoft Access incorporate the key fields for data extraction? • How does Microsoft Access help businesses?
<p>Standard 8.1.12.D.2- Educational Technology: All students will evaluate consequences of unauthorized electronic access (e.g., hacking) and disclosure, and on dissemination of personal information.</p> <p>Standard 8.1.12.F.1- Educational Technology:</p>	<p>Organizing data in a manageable and logical manner allows the data to be retrieved and used for a variety of purposes.</p>	<ul style="list-style-type: none"> • How do the navigational features differ for users who are responsible for designing and maintaining a database? • How do the navigational features differ for users whose role is only to enter, edit, and view data?

<p>All students will evaluate the strengths and limitations of emerging technologies and their impact on educational, career, personal and or social needs.</p>	KNOWLEDGE	SKILLS
	<p>Students will know: How to create a database.</p> <p>How to build and manage tables.</p> <p>How to extract data from queries.</p> <p>How to create forms.</p> <p>How to create reports.</p> <p>KEY TERMS: Command, criteria, data, database, data sheet, export, field, field name, filter, form, form control, group, help menu, hyperlink, import, key, merge, navigation pane, query, relationship, report, SharePoint, table, Extensible Markup Language (XML).</p>	<p>Students will be able to: Design and modify databases.</p> <p>Manage relationships and keys.</p> <p>Navigate, protect and maintain databases.</p> <p>Export data.</p> <p>Create and manage tables.</p> <p>Modify fields in tables.</p> <p>Generate and modify queries.</p> <p>Construct calculated fields and grouping within queries.</p> <p>Compose, configure, and format forms and form controls.</p> <p>Create, configure, and format reports.</p>

ASSESSMENT EVIDENCE: Students will show their learning by:

- Completing Practice Tasks through <http://MOSAccess2016/Objective1>: 1.1-1.5, 2.1-2.4, 3.1-3.3, 4.1-4.3, and 5.1-5.3.
- Quizzes from Gcflearnfree and Quizlet.
- Certification exam.

KEY LEARNING EVENTS AND INSTRUCTION:

- Model the usage of how access can be utilized to streamline business functions and data.
- Identify relevant uses for Access.
- Demonstrated student-driven learning.

SUGGESTED TIME ALLOTMENT	CONTENT-UNIT OF STUDY	SUPPLEMENTAL UNIT RESOURCES
9 Weeks	Unit II: Microsoft Access <ul style="list-style-type: none">○ Create and manage databases○ Build tables○ Create queries○ Create forms○ Create reports	Blackboard learning community www.gcflearnfree.org/topics/office2016 www.lynda.com (Microsoft Access tutorial) www.quizlet.com www.support.microsoft.com/en-us www.youtube.com

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Microsoft Office Professional

UNIT III: Microsoft Excel

TRANSFER: Students will be able to demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

STANDARDS / GOALS:	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS
<p>Standard 8.1.12.A.1- Educational Technology: All students will Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p>Standard 8.1.12.A.3- Educational Technology: All students will collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p>Standard 8.1.12.A.4- Educational Technology: All students will construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p>	<p>Spreadsheet design is used to analyze business and personal data.</p>	<ul style="list-style-type: none"> • How do we create worksheets and workbooks in Microsoft Excel? • How can Excel be used in conjunction with other Microsoft applications? • How do charts, tables, graphs, etc. enhance data presentation?
<p>Standard 8.1.12.B.2- Educational Technology: All students will apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p> <p>Standard 8.1.12.C.1- Educational Technology: All students will develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>Excel can be used in preparing budgets, managing inventory, creating financial statements and analyzing cash flow.</p>	<ul style="list-style-type: none"> • How can Excel be used for tracking, reporting, and billing business finances? • How do formulas assist in business and other financial calculations? • How can formatting be used to make your data easier to understand?
<p>Standard 8.1.12.D.3- Educational Technology: All students will compare and contrast policies on filtering and censorship both locally and globally.</p>	<p>Excel allows students to create and manage values which can be utilized as planning tools.</p>	<ul style="list-style-type: none"> • How can Excel assist in personal budgeting and data organization? • How can Excel be used in monitoring the short and long-term financial viability of a business or organization?

<p>Standard 8.1.12.F.1- Educational Technology: All students will evaluate the strengths and limitations of emerging technologies and their impact on educational, career, personal and or social needs.</p>	<p>KNOWLEDGE</p>	<p>SKILLS</p>
	<p>Students will know: How to create and manage worksheets and workbooks.</p> <p>Management techniques for data cells and ranges.</p> <p>How to create tables to supplement worksheets in Excel.</p> <p>How to perform operations with formulas and functions.</p> <p>How to create charts and objects.</p>	<p>Students will be able to: Create, navigate and format worksheets and workbooks.</p> <p>Customize options and views for worksheets and workbooks.</p> <p>Configure worksheets and workbooks for distribution.</p> <p>Insert and format data in cells and ranges.</p> <p>Summarize and organize data.</p> <p>Create and manage tables, table styles, and options.</p> <p>Filter data for a table.</p> <p>Sort data for a table.</p> <p>Summarize data using functions.</p> <p>Perform conditional operations and format and modify text using functions.</p> <p>Generate and format charts.</p> <p>Insert and format objects.</p>

	KEY TERMS: Absolute cell reference, alignment, cell, cell pointer, chart, column, commands, dialog box, format, formatting toolbar, fill handle, filter, find, formula bar, function, graph, gridlines, header, help menu, menu bar, name box, objects, quick access toolbar, range, replace, row, scroll bar, sheet, sheet tabs, sort, split window, status bar, sum function, table styles, text wrap, window, workbook, worksheet.	
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ASSESSMENT EVIDENCE: Students will show their learning by:

- Completing Practice Tasks through <http://MOSExcel2016/Objective1>: 1.1-1.5, 2.1-2.3, 3.1-3.3, 4.1-4.3, and 5.1-5.3.
- Quizzes on Gcflearnfree and Quizlet.
- Certification Examination.

KEY LEARNING EVENTS AND INSTRUCTION:

- Model how Excel can be utilized to accentuate, format and organize data.
- Identify relevant uses for Excel in today's business environment.
- Demonstrate student-driven learning.

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Microsoft Office Professional
Unit III: Microsoft Excel

SUGGESTED TIME ALLOTMENT	CONTENT-UNIT OF STUDY	SUPPLEMENTAL UNIT RESOURCES
9 Weeks	Unit III: Microsoft Excel <ul style="list-style-type: none"> ○ Create and manage worksheets and workbooks ○ Manage data cells and ranges ○ Create tables ○ Perform operations with formulas and functions ○ Create charts and objects. 	Blackboard learning community http://web.utk.edu/~dhouston/excel/exercise.html www.gcflearnfree.org/topics/office2016 www.lynda.com (Microsoft Excel tutorial) www.quizlet.com www.support.microsoft.com/en-us www.youtube.com

RANDOLPH TOWNSHIP SCHOOL DISTRICT

**Microsoft Office Professional
UNIT IV: Microsoft PowerPoint**

TRANSFER: Students will be able to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

STANDARDS / GOALS:	ENDURING UNDERSTANDINGS	ESSENTIAL QUESTIONS
<p>Standard 8.1.12.A.1- Educational Technology: All students will Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p>	<p>Proficiency in business presentations will allow presentations to be most effective in reaching a captive audience.</p>	<ul style="list-style-type: none"> • How do we enhance presentations visually for the benefit of the viewer?
<p>Standard 8.1.12.A.3- Educational Technology: All students will collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p>	<p>Competent use of PowerPoint techniques can be used to achieve success in various settings.</p>	<ul style="list-style-type: none"> • What are the characteristics of a strong presentation?
<p>Standard 8.1.12.B.2- Educational Technology: All students will apply previous content knowledge by creating and piloting a digital learning game or tutorial.</p>	<p>PowerPoint provides a variety of output capabilities for presentations in multiple scenarios.</p>	<ul style="list-style-type: none"> • How can you enhance public speaking through the use of a presentation?
<p>Standard 8.1.12.C.1- Educational Technology: All students will develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.</p>	<p>KNOWLEDGE</p>	<p>SKILLS</p>
<p>Standard 8.1.12.D.1- Educational Technology: All students will demonstrate appropriate application of copyright, fair use and/or Creative Commons to an original work.</p> <p>Standard 8.1.12.E.2- Educational Technology: All students will research and evaluate the impact on society of the unethical use of digital tools and present your research to peers.</p> <p>Standard 8.1.12.F.1- Educational Technology: All students will evaluate the strengths and limitations of emerging technologies and their impact on educational, career, personal and or social needs.</p>	<p>Students will know: How to create and manage presentations.</p>	<p>Students will be able to: Create a presentation.</p> <p>Insert, format, and modify slides, handouts, and notes.</p> <p>Order and group slides.</p> <p>Change presentation options and views.</p> <p>Configure and present a slideshow.</p>

	<p>Purposes for inserting and formatting texts, shapes, and images.</p> <p>How to insert tables, charts, SmartArt, and media.</p> <p>The application of transitions and animations enhance presentations.</p> <p>Management of multiple presentations.</p> <p>KEY TERMS: Animation, chart, command, design, design template, embed, file, format, group, GIF, handout, help menu, image, insert, media, note, object, order, presentation, slide show, sound, text, text box, toolbar, transition, WordArt, view.</p>	<p>Insert and format texts, shapes, textboxes, and images.</p> <p>Order, group, and position objects.</p> <p>Insert and format tables, charts, and SmartArt graphics.</p> <p>Insert and manage media.</p> <p>Apply slide transitions.</p> <p>Animate slide content.</p> <p>Set timing for transitions and animations.</p> <p>Merge content from multiple presentations.</p> <p>Finalize presentations.</p>
<p>ASSESSMENT EVIDENCE: Students will show their learning by:</p> <ul style="list-style-type: none"> • Completing Practice Tasks through http://MOSPowerPoint2016/Objective1: 1.1-1.7, 2.1-2.4, 3.1-3.4, 4.1-4.3, and 5.1-5.2. • Quizzes on Gcflearnfree and Quizlet. • My Favorites Presentation. • Certification Examination. 		

KEY LEARNING EVENTS AND INSTRUCTION:

- Model how PowerPoint can be utilized to organize concepts for logical and easy-to-follow presentations.
- Identify relevant uses for PowerPoint in today's business environment with regard to presentations, seminars, employee training, etc.
- Demonstrate student-driven learning.

SUGGESTED TIME ALLOTMENT	CONTENT-UNIT OF STUDY	SUPPLEMENTAL UNIT RESOURCES
9 Weeks	Unit IV: Microsoft PowerPoint <ul style="list-style-type: none">○ Create and manage presentations○ Insert and format text, shapes, and images○ Insert tables, charts, SmartArt, and media○ Apply transitions and animations○ Manage multiple presentations	Blackboard learning community www.gcflearnfree.org/topics/office2016 www.lynda.com (Microsoft PowerPoint tutorial) www.quizlet.com www.support.microsoft.com/en-us www.youtube.com

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Microsoft Office Professional

APPENDIX A

Textbook

- Lambert, Joan. *MOS 2016 Study Guide Exam 77-725 Microsoft Word*. Cranbury: Pearson Education, Inc., 2017.
Lambert, Joan. *MOS 2016 Study Guide Exam 77-727 Microsoft Excel*. Cranbury: Pearson Education, Inc., 2017.
Lambert, Joan. *MOS 2016 Study Guide Exam 77-729 Microsoft PowerPoint*. Cranbury: Pearson Education, Inc., 2017.
Lambert, Joan. *MOS 2016 Study Guide Exam 77-730 Microsoft Access*. Cranbury: Pearson Education, Inc., 2017.

Technology:

- Microsoft Office Suite
- Presentation software
- HoverCam
- Blackboard/One Drive
- Desktops, Laptops and Personal Tablet Devices