



North Polk Community Schools Pacing & Course Description Guide



Grade Level: 9-12

Content: Microsoft Office

Year: 2022-2023

Course Description/Rationale

This class looks at many features of Microsoft Office. Word, Excel and PowerPoint will be use to create many documents, spreadsheets and presentations. Flyers, mail merges, graphs, charts and adding animations to a presentation will be a few of the concepts learned during the semester.

Name of Unit	Time Frame	Essential Learning Target	Standard(s)
Unit 1: Microsoft Word	9 weeks	Learning Target 1: Create original works as a means of personal or group expression. Learning Target 2: Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.	Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. (21.9-12.TL.1) Apply digital tools to gather, evaluate, and use information. (21.9-12.TL.3)
Unit 2: Microsoft Excel	4 weeks	Learning Target 1: Communicate information and ideas effectively to multiple audiences using a variety of media and formats. Learning Target 2: Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.	Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. (21.9-12.TL.2) Apply digital tools to gather, evaluate, and use information. (21.9-12.TL.3)
Unit 3: Microsoft PowerPoint	1 week	Learning Target 1: Communicate information and ideas effectively to multiple audiences using a variety of media and formats. Learning Target 2: Evaluate and select information sources and digital tools	Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. (21.9-12.TL.2) Apply digital tools to gather, evaluate, and use information. (21.9-12.TL.3)

		based on the appropriateness to specific tasks.	
Final Sim	3 weeks	Everything above	Everything above