

VALLEY ROP COURSE OUTLINE

COURSE TITLE: Microsoft Office 2007 Certification

VALLEY ROP#: IT-4615-MOS07
CDE#: 6230

CBEDS TITLE: Information Processing
CBEDS NUMBER: 4615

CTE SECTOR: Information Technology
CTE PATHWAY:

JOB TITLE: Computer Support Specialist 15-1041.00
Office Administrative Support 43-9199.99

COURSE DESCRIPTION:

The Microsoft Office 2007 course offers a clear step-by-step, screen-by-screen approach to learning Microsoft Office 2007 skills. The student will grow in his/her Microsoft Office abilities, no matter what level he/she comes into the classroom. Students will demonstrate an understanding of computer word processing, spreadsheet, database and presentation concepts. The students will also produce basic business reports using Microsoft Word, Excel, Access, and PowerPoint 2007 software.

Upon successful completion of each program, students may be eligible to take the MCAS 2007 Certification exams. If certified, the students' names will be placed in an international database for access by potential employers.

DATE APPROVED: December 2003
REVISED DATE: January 2009 / Nov 2009

HOURS: 180-360
CREDITS: 10-20

PREREQUISITES: NONE

GRADE LEVEL: 11-12

TEXTBOOKS: Pasewark and Pasewark. Introductory Microsoft Office 2007.
Course Technology Cengage. 2008;

RESOURCES: SAM 2007 Online

COURSE COMPETENCIES:

Upon completion of this course, the student will,

1. Demonstrate proper knowledge in Windows/XP navigation.
2. Demonstrate proper knowledge in Office 2007 basics.
3. Learn basic concepts and procedures of Microsoft Word software. Be able to create, edit, save, retrieve, and print documents by producing assignments.
4. Produce tables with borders utilizing merge and split commands.
5. Learn and practice business communication formats by producing interoffice memorandums, letters, reports, and outlines.
6. Learn Excel by producing a series of spreadsheet assignments utilizing the following functions: Copy Formulas, Format Data, Format Numbers, Autosum, Functions, Adjust Column Widths, Insert Rows or Columns, Add Titles, Sort Data, Relative and Absolute References, Change Print Orientation, Charts, If Function.
7. Learn the basics of PowerPoint by constructing a presentation with graphics, sound, and transitions.
8. Learn Access by producing a series of databases utilizing the following functions: Create a Database, Create a Table, Modify Table Design, Change Table Column Widths, Create a Form, Use Form View, Filter by Form, Sort a Form, Sort a Table, Filter Saved with Object, Create a Lookup List, Create a Query, Copy a Query, Edit a Query, Create a Report, Edit a Report, Print a Report.
9. Learning the basic functions of the Internet, browsers, and searching.

INSTRUCTIONAL METHODS:

1. Lecture
2. Cooperative group learning
3. Demonstration
4. Modeling
5. Multi-media aids
6. On-line instruction

EVALUATION METHODS:

Assessment opportunities, which allow continuous evaluation of students' progress, will be embedded throughout the course and should be a learning experience. All students will be expected to achieve mastery of all topics; often, demonstrations of mastery will occur in a public forum. The following strategies, which include both formal and informal assessment techniques will include, but are not limited to:

1. Daily assignments (exercises, simulations, and problems, and computer assignments)
2. Class participation (attendance, discussions, group participation)
3. Tests, quizzes, and Final (short answer, multiple choice, On-line testing, essay and project)
4. Industry Certification will augment students' grades

COURSE OUTLINE:

Unit of Instruction	Estimated Hours	
	1 st year	2 nd year
Introduction to Windows XP	5	
Office 2007 Basics	5	
Keyboarding Review	20	
Microsoft Word 2007	45	10
<ul style="list-style-type: none">• Features• Create, Open, Save, Print Documents• Formatting• AutoCorrect, Autoformat, Spell Check, Grammar Check• Tabs, Insert/Overtyping, Undo/Redo• Text Enhancements• Bullets and Numbering, Cut, Copy, and Paste• Line spacing, Indented paragraphs, Format painter• Thesaurus, Find and Replace• Page Breaks, Headers, Footers, Page setup, Margins• Tables and Borders• Columns and Rows• Merge and Split Table Cells		
Microsoft Excel 2007	50	20
<ul style="list-style-type: none">• Spreadsheet Introduction• Select Cells, Enter Values and Labels, Copy Formulas• Select Range of Cells, Align Labels, Format Data, Format Numbers, Use Autosum• Use Functions• Adjust Column Widths, Insert Rows or Columns, Add Titles, Sort Data• Relative and Absolute References, Change Print Orientation• Charts<ul style="list-style-type: none">○ Pie○ Bar○ Line• Use If Function• Use Excel and Word Together		
Microsoft PowerPoint 2007	25	10
<ul style="list-style-type: none">• Create, save, and print a presentation• Enhance slides: work with text and objects• Work with slide shows		
Microsoft Access 2007		60
<ul style="list-style-type: none">• Introduction, Field Types, Planning a Database• Start, Explore, and Print a Database• Open a Database, Enter Data		

- Modify Table Design
- Create a Database, Create a Table, and Modify Table Design
- Change Table Column Widths; Create a Form, Use Form View
- Filter by Form, Sort a Form, Sort a Table, Filter Saved with Object
- Create a Lookup List
- Create a Query, Copy a Query, and Edit a Query
- Create a Report, Edit a Report, Print a Report

Integration of Software Functions **10** **10**

- Object Linking and Embedding
- Integrating Excel Charts with Word
- Integrating PowerPoint and Word/Excel documents
- Security

Browsers **10** **10**

- Names and domains
- Addresses/ Uniform Resource Locators (URL's)
- Bookmarks
- Searching the Internet
 - Search engines
 - Reference citing

Career Preparation **10** **10**

Community Classroom **25**

Cooperative Voc Ed **25**

Total **Total Hours** **180** **180**

KEY ASSIGNMENTS:

1. **Business Communications**—Use MS Word to create a Resume and Cover Letter according to instructions in Word Project 3. (Foundation Standards 2 Communications—Reading 2.6, 2.7, Writing 2.5. Industry Standards – Information Technology A7.1,7.2, A8.3, A9.1, A9.2)
2. **Spreadsheet**—Use Excel software to produce a spreadsheet with formulas/function to calculate column and row totals, format the worksheet using Autoformat, and create a chart comparing the data for each item sold in the different stores according to instructions in Excel Project 1. (Foundation Standards 2 Communications—Reading 2.6, 2.7, Mathematics 1.1, 3.1, 3.2, 13.0, Science 1.2 (1a) . Industry Standards—Information Technology A7.1, A7.2, A7.3, A7.4, A8.1, A8.2, A8.3, A9.1, A9.2)
3. **Database**—Use Access to create 2 database tables with primary keys and 5-10 records in each table.
Create and print reports and forms from both tables following the instructions in Access Project 1.

(Foundation Standards 2 Communications—Reading 2.6, 2.7, Science 1.2 (1.a), Industry Standard— Information Technology A7.1, A7.2, A7.3, A7.4, A8.1, A8.2, A8.3, A9.1, A9.2, A10.1, A10.2, A10.3, A10.4)
4. **PowerPoint**—Use PowerPoint to produce a presentation with a background design and various slide layouts some of which have graphics, sound, and animation according to the instructions in PowerPoint Project 2. (Foundation Standards 2 Communications—Reading 2.6, 2.7, Writing 1.3, 1.4, 2.6. Industry Standard—Information Technology A7.1, A7.2, A7.3, A7.4, A8.1, A8.2, A8.3, A9.1, A9.2, B1.1, B1.2, B1.4, B1.5, B1.6, B2.1)

Throughout the course, instruction and application will occur in the following employability areas:

CAREER PREPARATION STANDARDS

- A. **PERSONAL SKILLS** - Students will understand how personal skill development affects their employability. This skill includes positive attitudes, self-confidence, honesty, responsibility, initiative, self-discipline, personal hygiene, time management, and the capacity for lifelong learning.
1. Demonstrate an understanding of classroom policies and procedures.
 2. Discuss importance of the following personal skills in the business environment:
 - a. positive attitude
 - b. self-confidence
 - c. honesty
 - d. perseverance
 - e. self-management/work ethic
 - f. pride in product/work
 - g. dependability
 3. Identify acceptable work attire.
 4. Establish goals for self-improvement and further education/training.
 5. Prioritize tasks and meet deadlines.
 6. Understand the importance of initiative and leadership.
 7. Understand the importance of lifelong learning in a world of constantly changing technology.
- B. **INTERPERSONAL SKILLS** - Students will understand key concepts on group dynamics, conflict resolution, and negotiation. This skill includes the ability to work cooperatively, accept supervision, assume leadership roles, and show respect for others. This standard includes an understanding of sexual harassment laws and an appreciation of cultural diversity in the workplace.
1. Identify and discuss behaviors of an effective team.
 2. Explain the central importance of mutual respect in the workplace relations.
 3. Discuss and demonstrate strategies for conflict resolution and negotiation, and explain their importance within the business environment.
 4. Understand laws that apply to sexual harassment in the workplace, and identify tactics for handling harassment situations.
 5. Work cooperatively, share responsibilities, accept supervision and assume leadership roles.
 6. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.
- C. **THINKING AND PROBLEM-SOLVING SKILLS** - Students will exhibit critical and creative thinking skills, logical reasoning, and problem solving. These skills include applying basic skills in order to calculate, estimate, measure; identify, locate, and organize information/data; interpret and follow directions from manuals, labels, and other sources; analyze and evaluate information and solutions.
1. Recognize the importance of good academic skills and implement a plan for self-improvement as needed.
 2. Read, write, and give directions.
 3. Exhibit critical and creative thinking skills and logical reasoning skills, and employ these skills for problem solving.
 - a. Work as a team member in solving problems.
 - b. Diagnose the problem, its urgency, and its causes.
 - c. Identify alternatives and their consequences.
 - d. Explore possible solutions.
 - e. Compare/contrast the advantages and disadvantages of alternatives.
 - f. Determine appropriate action(s).
 - g. Implement action(s).
 - h. Evaluate results of action(s) taken.

- D. COMMUNICATION SKILLS - Students will understand principles of effective communication. This standard includes effective oral and written communication, listening skills, following and giving directions, requesting and giving information, asking questions.
1. Use communication concepts in application of skills, techniques, and operations.
 - a. Prepare written material.
 - b. Analyze written material.
 2. Understand and implement written instructions, from technical manuals, written communications, and reference books.
 3. Present a positive image through verbal and nonverbal communication, and understand the power of body language in communication.
 4. Demonstrate active listening through oral and written feedback.
 5. Give and receive feedback.
 6. Demonstrate assertive communications (both oral and written).
 7. Demonstrate proper etiquette in workplace communications, including an awareness of requisites for international communications (languages, customs, time zones, currency and exchange rates).
 8. Demonstrate writing/editing skills as follows:
 - a. Write, proofread, and edit work.
 - b. Use correct grammar, punctuation, capitalization, vocabulary, and spelling.
 - c. Select and use appropriate forms of technology for communication.
 9. Exhibit a proficiency in the use of reference books.
 10. Research, compose, and orally present information for a variety of business situations utilizing appropriate technology.
- E. OCCUPATIONAL SAFETY - Students will understand occupational safety issues, including the avoidance of physical hazards in the work environment. This includes the safe operation of equipment, appropriate attire and safety accessories, avoidance of physical injuries, and following and understanding safety-related directions.
1. Discuss and implement good safety practices, including the following (if applicable to course):
 - a. personal
 - b. lab
 - c. fire
 - d. electrical
 - e. equipment
 2. Apply sound ergonomic principles in organizing one's workspace.
- F. EMPLOYMENT LITERACY - Students will understand career paths and strategies for obtaining employment within their chosen field. This includes traditional job preparation skills, such as resumes, application forms, cover letters, sources of employment information, and interviewing skills, but also includes an overview of the industry and an understanding of labor market trends.
1. Explore career opportunities and projected trends; investigate required education, training and experience; and develop an individual education plan.
 2. Identify steps for setting goals and writing personal goals and objectives.
 3. Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities.
 4. Develop a career portfolio, including the following documents:
 - a. job application
 - b. resume(s)
 - c. appropriate cover and follow-up correspondence
 5. Identify and demonstrate effective interviewing techniques.
- G. TECHNOLOGY LITERACY - Students will understand and adapt to changing technology by identifying, learning, and applying new skills to improve job performance. Students should understand the role of technology in their chosen field and should be able to use all appropriate technology. Students should also feel confident in their ability to learn new technology by

generalizing from what they know, adapting skills to new situations, and identifying and using sources of information and of further learning—understand the importance of lifelong learning as it relates to adapting to changing technology.

H. IMPORTANCE OF ETHICS – Students will understand proper ethics in the workplace.

1. Discuss social and ethical responsibilities in the industry.
2. Demonstrate ethical choices in workplace situations.