

**WARREN COUNTY SCHOOL DISTRICT**  
**PLANNED INSTRUCTION**

**COURSE DESCRIPTION**

**Course Title:** Microsoft Office Certification

**Course Number:** \_\_\_\_\_

**Course Prerequisites:** Word 101, Word 201, or permission of Instructor

**Course Description:** (Include “no final exam” or “final exam required”)

At the completion of this class, the student may be able to attain a Microsoft Certified Application Specialists certificate in Excel, Access, PowerPoint, and/or Outlook. Microsoft Office 2007 is the essential software suite for homes and small businesses that enables you to quickly and easily create great-looking documents, spreadsheets, presentations, and manage e-mail. Microsoft Office makes it easier for you to get things done at home or work.

Knowledge of Microsoft Office sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction. Business professionals rely heavily on Microsoft Office to stay connected, manage information, share information and work efficiently.

Microsoft Office 2007 Certifications are the final exam.

**Suggested Grade Level:** 12

**Length of Course:** \_\_\_\_\_ One Semester X Two Semesters \_\_\_\_\_ Other

(Describe)

**Units of Credit:** 1 (Insert NONE if appropriate.)

**PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)**

(Insert certificate title and CSPG#) Business

**Certification verified by WCSD Human Resources Department:**

X Yes \_\_\_\_\_ No

**Board Approved Textbooks, Software, Materials:**

**Title:**

**Publisher:**

**ISBN #:**

**Copyright Date:**

**Date of WCSD Board Approval:**  
**BOARD APPROVAL:**

**Date Written:** \_\_\_\_\_ November 2009

**Date Approved:** \_\_\_\_\_

**Implementation Year:** \_\_\_\_\_ 2010

**Suggested Supplemental Materials:** (List or insert None)  
Current Microsoft Office software

**Course Standards**

**PA Academic Standards:** (List by Number and Description)  
13.1.11 Career Awareness and Preparation A, B, C, F  
13.2.11 Career Acquisition (Getting a Job) C  
13.3.11 Career Retention and Advancement A, C, E, F, G

**WCSD Academic Standards:** (List or None)  
None

**Industry or Other Standards:** (List, Identify Source or None)  
Microsoft Office Certification 2007 – Excel  
Microsoft Office Certification 2007 – PowerPoint  
Microsoft Office Certification 2007 – Access  
Microsoft Office Certification 2007 – Outlook

**SPECIAL EDUCATION AND GIFTED REQUIREMENTS**

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

## SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

### PA Standard: 13.1.11 Career Awareness and Preparation A, B, C, F

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Relate Careers to individual interests, abilities, and aptitudes			<ul style="list-style-type: none"> <li>Quizzes</li> <li>Teacher Observation</li> <li>Tests</li> </ul>
B.	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals			
C.	Analyze how the changing rolls of individuals in the workplace relate to new opportunities within career choice			
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Immediate part/full time employment			

### PA Standard: 13.2.11 Career Acquisition (Getting a Job) C

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Resume			<ul style="list-style-type: none"> <li>Quizzes</li> <li>Teacher Observation</li> <li>Tests</li> </ul>

### PA Standard: 13.3.11 Career Retention and Advancement A, C, E, F, G

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement			<ul style="list-style-type: none"> <li>Quizzes</li> <li>Teacher Observation</li> <li>Tests</li> </ul>
C.	Evaluate conflict resolution skills as they relate to the workplace			
E.	Evaluate time management strategies and their application to both personal and work situations			
F.	Evaluate strategies for career retention and advancement in response to the changing global workplace			
G.	Evaluate the impact of lifelong learning on career retention and advancement			

## ASSESSMENTS

**PSSA Assessment Anchors Addressed:** The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at [pde@state.pa.us](mailto:pde@state.pa.us).

**Formative Assessments:** The teacher will develop and use standards-based assessments throughout the course.

**Portfolio Assessment:** \_\_\_\_\_ Yes      X   No

**District-wide Final Examination Required:** \_\_\_\_\_ Yes      X   No

**Course Challenge Assessment (Describe):**

### REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Access	40 days
Excel	40 days
PowerPoint	50 days
Outlook	40 days
Enrichment	10 days

### Objectives:

Student will demonstrate an understanding of Access to pass the Core level MOS Certification test.

Student will demonstrate an understanding of Excel to pass the Core level MOS Certification test.

Student will demonstrate an understanding of PowerPoint to pass the Core level MOS Certification test.

Student will demonstrate an understanding of Outlook to pass the Core level MOS Certification test.

**WRITING TEAM:** F. Darlene Albaugh, Mary Ann Jones

**REVIEWED BY:** Suzanne Hornick, Karen Motter

**WCSD STUDENT DATA SYSTEM INFORMATION**

1. Is there a required final examination? ☐ Yes ☒ No
2. Does this course issue a mark/grade for the report card? ☒ Yes ☐ No
3. Does this course issue a Pass/Fail mark? ☐ Yes ☒ No
4. Is the course mark/grade part of the GPA calculation? ☒ Yes ☐ No
5. Is the course eligible for Honor Roll calculation? ☒ Yes ☐ No
6. What is the academic weight of the course?  
☐ No weight/Non credit ☒ Standard weight  
☐ Enhanced weight (Describe)