High School Course Description Microsoft Excel

Course Title: Microsoft Excel

Course Number: CTE1145

Grade Level: 9-12

Meets a UC a-g Requirement: No

CTE Course Sequence:
Information & Support Services

Curricular Area: Business Education

Length: One Semester (repeatable up to 15 credits)

Prerequisites: Repeats must have a "C" or better or teacher permission

Meets NCAA Requirement: No

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Instructional Materials
Required Textbook(s)
Microsoft Office 2007, Introductory Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomsen Course Technology, 2008, ISBN-13: 978-1-4188-4327-4
Microsoft Office 2007, Advanced Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007; ISBN-: 978-1-4188-4332-8
Microsoft Office 2007: Post-Advanced Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007, ISBN: 978-1-4188-4334-2

Supplemental Materials

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Exit Criteria Evaluation will be based on tests covering the material in the textbook, written assignments (in class and homework), class attendance/participation, and formal report/oral presentations as follows:

Activities	**Percentage**
Examinations	30%
Lab Assignments / Homework	40%
Class Participation/Attendance	10%
Integration Project and Final Exam	20%
Total:	100%

Development Team

This Course of Study was updated in 2009 by Stephen Boone, Tina Petersen and Jennifer Wymer.

UNIT PLANS

Unit 1: Introduction to Excel, Spreadsheets and Keypad   Week 1-3

State Content Standards Covered:

1.0   Academics
1.1   Mathematics: (1.7) Solve problems that involve discounts, mark-ups, commissions, and profits and compute simple and compound interest.
5.0   Problem Solving and Critical Thinking – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.
5.1   Apply appropriate problem solving strategies and critical thinking skills to work related issues and tasks.
10.0   Technical Knowledge and Skills – Students understand the essential knowledge and skills common to all pathways in the Information Technology sector.
10.6   Understand the interrelationships between hardware components and supportive software.

Pathway Standard
A. Information Support and Services Pathway