

SCHOOL FOR EXCELLENCE
MORRIS HIGH SCHOOL CAMPUS
CAREER TECHNICAL EDUCATION
MR. J. L. KOWAL

Curriculum and Expectations of Students

This class will prepare the student to fully demonstrate competency in the application of Microsoft Word, Excel and PowerPoint. In the next semester, you will learn principles of Entrepreneurship – starting a small business. You, as a student, will be expected to pass this class with at least an **85%** accuracy or even better. Your responsibility is to take good, diligent notes and demonstrate positive enthusiasm for learning. If you do not understand a certain context of the lesson, you **must** ask questions for further understanding.

Here are the following categories as to how you will be graded to compute your final grade for each marking period.

	<i>CATEGORIES</i>	<i>%WEIGHT</i>
<i>1</i>	<i>SOFTWARE APPLICATION DATA FILES</i>	<i>40%</i>
<i>2</i>	<i>END OF TERM EXAM</i>	<i>20%</i>
<i>3</i>	<i>RESEARCH REPORT</i>	<i>20%</i>
<i>4</i>	<i>Classroom Professionalism</i>	<i>20%</i>
<i>TOTAL WEIGHTED SCORE</i>		<i>100%</i>

An explanation for each category:

1. Every class that we meet, you will be required to complete assigned data files in either MS WORD, EXCEL or PowerPoint – these files contain instructions on how to accomplish a variety of tasks in formatting a document in MS Word or creating a data model in MS Excel or a slideshow in MS PowerPoint.
2. You will be assigned to collaborate with other class peers in groups – this process is to assess how the group as a whole is able to function in terms of communication ability, analyzing and reasoning and coming to a final solution for a problem. You will be asked to formulate examples of what you have learned for specific topics. Your group will be required to present your assigned problem to the class.
3. At the end of every marking period, you will be given an exam based on your diligent notes – the exam will be an open notebook exam. Take very good notes.
4. You will be given a research project that is an extension to your classroom learning at home. This is to help you develop research skills.
5. ***Classroom professionalism*** includes on-time punctual arrival to class; the way you conduct yourself by being very polite and respectful; the way you professionally communicate with your teacher and with your class peers; your ability to respond to requests and to demonstrate diligence and positive enthusiasm for learning.

If you are ever absent from class for whatever reason, it is your responsibility to find out from your teacher and from your class peers as to which assignments and notes that you missed for that day.

Please keep in touch with me if you have any questions or comments or wish to tell me why you will be out for a particular class session - my email is JOHNLKOWAL@YAHOO.COM or JOHNLKOWAL@GMAIL.COM

The next page will detail what you will be learning for the entire semester. We will do our utmost to learn all of the material.

SEE NEXT PAGES BELOW

CAREER TECHNICAL EDUCATION - MS WORD CURRICULM
BEGINNERS INTRO, INTERMEDIATE & ADVANCED

<i>BEGINNERS INTRO</i>	<i>INTERMEDIATE</i>	<i>ADVANCED</i>
<i>Menu Tab options</i>	<i>Mail Merge process – creating data file & primary letter & final merge</i>	<i>Create two column documents</i>
<i>Tab Key & Function keys</i>	<i>Mailing labels</i>	<i>Create three column documents</i>
<i>Show & hide Ruler</i>	<i>Creating and modifying table structures</i>	<i>Insert column breaks</i>
<i>Zooming in/out and Scrolling</i>	<i>Insert & delete rows and columns</i>	<i>Insert clip art, photo pics, shapes and smart art and charts</i>
<i>Text Fonts, point sizes, color, bold, italic, underline, superscripts & subscripts & text highlighting</i>	<i>Sort data records in a table</i>	<i>Insert word art and drop caps</i>
<i>Text Alignment – left, center, right & full justify</i>	<i>Applying Table Styles</i>	<i>Insert watermarks, page colors and page borders</i>
<i>Modify page margins and orientation</i>	<i>Create table formulas</i>	<i>Insert hyperlinks and cross-references</i>
<i>Modify Line spacing & paragraph spacing</i>	<i>Insert headers, footers and page numbers</i>	<i>Copy & paste text from the internet into a document</i>
<i>Text styles – applying and creating and use the Format painter</i>	<i>Insert footnotes</i>	<i>Protect a document</i>
<i>Themes – colors, fonts & effects</i>	<i>Insert equations</i>	<i>Combining multiple documents into a single document</i>
<i>Cut & paste, Copy & paste, Drag & drop text, copy Drag & drop text</i>	<i>Creating outline lists</i>	<i>How to use GOOGLE.COM and YOUTUBE.COM to ask inquiry questions in completing a task for MS WORD</i>
<i>Bullets & line numbering</i>	<i>Set tab stops</i>	<i>Convert a document into various formats – PDF, web pages, templates</i>
<i>Right-mouse click menu applications</i>	<i>Control pagination</i>	<i>Create a user-defined template</i>
<i>Saving documents to the computer and to a flash drive</i>		<i>Creating & saving macros</i>
<i>Renaming and deleting a document</i>		
<i>Comments – inserting, modifying and deleting</i>		

<i>Inserting page breaks</i>		
<i>Spell checker & thesaurus</i>		
<i>Find and replace text</i>		
<i>Printing a document & print preview</i>		
<i>Printing multiple pages and only certain pages</i>		
<i>Open numerous documents and switching windows</i>		

SEE BELOW NEXT PAGE

CAREER TECHNICAL EDUCATION - MS EXCEL CURRICULM
BEGINNERS INTRO, INTERMEDIATE & ADVANCED

<i>BEGINNERS INTRO</i>	<i>INTERMEDIATE</i>	<i>ADVANCED</i>
<i>Menu Tab options</i>	<i>Inserting basic charts: column, pie, line, and other types</i>	<i>Graphic charts revisited</i>
<i>Tab Key & Function keys</i>	<i>Modifying charts with titles, labels & background design</i>	<i>Database filter/record extraction revisited</i>
<i>Formula bar</i>	<i>Dragging and resizing charts</i>	<i>Creating pivot tables</i>
<i>Zooming in/out and Scrolling</i>	<i>Linking charts to other sheets</i>	<i>Consolidating data ranges</i>
<i>Creating simple & complex formulas</i>	<i>Copy & Paste charts into a MS WORD document</i>	<i>Creating data validation cells</i>
<i>Inserting simple functions</i>	<i>Naming a data range</i>	<i>Applying more advanced functions</i>
<i>Applying Fonts, point sizes, color, bold, italic, underline, superscripts & subscripts & text highlighting</i>	<i>Use data range names in formulas and functions</i>	<i>Insert clip art, word art, photo pics, shapes and smart art and charts</i>
<i>Text Alignment – left, center, right & full justify</i>	<i>Creating a vertical & horizontal reference lookup table</i>	<i>Insert watermarks, page colors and page borders</i>
<i>Text styles – applying and creating and use the Format painter</i>	<i>Sort data records in a table</i>	<i>Insert hyperlinks and cross-references</i>
<i>Themes – colors, fonts & effects</i>	<i>Apply database column filters</i>	<i>Copy & paste text from the internet into a worksheet</i>
<i>Cut & paste, Copy & paste, Drag & drop text, copy Drag & drop</i>	<i>Apply filters to extract data records based on a criteria</i>	<i>Protect a worksheet</i>
<i>Right-mouse click menu applications</i>	<i>Insert headers, footers and page numbers</i>	<i>Linking multiple worksheets</i>
<i>Saving workbooks to the computer and to a flash drive</i>	<i>Hiding & un-hiding columns</i>	<i>Linking 2 or more workbooks</i>
<i>Renaming and deleting a workbook</i>	<i>Basic and advanced IF formulas</i>	<i>How to use GOOGLE.COM and YOUTUBE.COM to ask inquiry questions in completing a task for MS EXCEL</i>
<i>Comments – inserting, modifying and deleting</i>		<i>Convert a worksheet into various formats – PDF, web pages, templates</i>
<i>Inserting page breaks</i>		<i>Create a user-defined template</i>
<i>Spell checker & thesaurus</i>		<i>Creating & saving macros</i>

<i>Find and replace text</i>		
<i>Printing a document & print preview</i>		
<i>Printing multiple sheets and only certain sheets</i>		
<i>Open numerous workbooks and switching windows</i>		
<i>Resizing column widths and row heights</i>		
<i>Creating cell references</i>		
<i>Creating absolute cell reference formulas</i>		
<i>Renaming and color coding worksheets</i>		
<i>Repositioning worksheets</i>		
<i>Insert & delete rows and columns</i>		
<i>Modify page margins and orientation</i>		
<i>Applying Table Styles</i>		

NOTE: Throughout the entire ***MS EXCEL*** course, students will be engaged working with data models that include the following:

- Asset depreciation
- Balance Sheets
- Budget Statements
- Break even analysis
- Cash Flow Statements
- Charts - graphs
- Checkbook ledger
- Compounding interest
- Data base query filter files
- Income Statements
- Loan amortization analysis
- Payroll reports
- Pivot table files
- Profit analysis
- Sales income and expense reports
- Stock investment portfolio

Unit 1: Being an Entrepreneur

This unit introduces students to the effort required to be an entrepreneur. They first investigate the characteristics of an entrepreneur, and the difference between a boss and an employee. The students are shown that entrepreneurship is a choice for women and minorities. They then explore the “path” to entrepreneurship including the pros and cons, and various ways of becoming a business owner. Finally, students explore how to recognize opportunities for starting a business. More specifically, here’s what they’ll learn:

Lesson 1- What is an Entrepreneur?

- Define entrepreneur
- Learn what characteristics make an entrepreneur successful
- Recognize entrepreneurship as a choice for women & minorities
- Compare the differences between a boss and an employee

Lesson 2- The Path to Entrepreneurship

- Investigate various ways to becoming an entrepreneur
- Identify the costs and benefits of becoming an entrepreneur
- Compare and contrast the risks and benefits of starting a business, buying a business, or purchasing a franchise

Lesson 3- Recognizing Opportunities

- Recognize opportunities resulting from other people’s wants and perceived needs
- Investigate the importance of determining the wants and needs of customers
- Learn about problems facing consumers and business, and how to find solutions
- Investigate home-based and internet-based businesses

Unit 2: Evaluating the Market

This unit helps students understand why it is important for entrepreneurs to know their markets. This includes defining market segments and knowing what your customers want. The need to gather customer feedback and how to respond to negative feedback is covered. Other topics covered are why businesses should be involved in their community and properly picking a facility to meet business needs. Here’s what they’ll learn:

Lesson 1- Markets

- Understand why it's important for entrepreneurs to know what their customers want
- Define a market segment
- Explore target market and market share
- Learn how entrepreneurs can impact the economy and the community
- Recognize the need to pick a facility that meets the need of the business

Lesson 2- Customers

- Learn the importance of collecting customer feedback and why it is important
- Discuss ways to properly handle negative customer feedback
- Define who competition is for a business
- Understand the benefits of networking with other businesses

Unit 3: Running a Business

This module helps students understand the struggles many entrepreneurs have in maintaining a profitable business. The first unit covers profit and loss topics including opportunity cost, marginal benefit, marginal cost, total revenues and total expenses. The second unit explains the importance of short-term and long-term planning in reaching profitability. They will learn about:

Lesson 1- Profit and Loss

- Define opportunity costs
- Explain marginal costs and marginal benefit
- Understand total revenue and total expenses
- Compute total revenue and total expenses
- Explain how total revenue and expenses relate to profit and loss

Lesson 2- Planning

- Understand the importance of planning
- Examine the importance of short-term and long-term planning on profitability
- Establish a profit goal for a planned business
- Decide whether to start a new business or stay in a specific business based on opportunity cost