

## MICROSOFT OFFICE SYSTEMS

### SYLLABUS

2010-2011

**Course Name:** MS office 2007 Windows XP Edition

**Available to Grades:** 10-12

#### **Introduction/Overview:**

In the course students will learn skills needed to work with applications of Microsoft Office in the areas of Word and Excel. With continued study students can become eligible to take the Microsoft Office Specialist (MOS) certification exam. The Microsoft Business Certification Program is recognized by businesses and schools around the world. This course focuses on a part of the world wide recognized program. It is designed so students develop a hands-on knowledge of Microsoft Office 2007.

**Course Outline:** An introduction to the following topics is given:

#### **Topics include:**

Microsoft Office 2007

- Word
- Excel
- Access
- PowerPoint

#### **Classroom/Homework Expectations:**

Be here! Be on time! Be ready to follow directions & participate!

Food and beverages are prohibited in the classroom as well as cell phones, head phones or electronic devices.

Please treat the room and furnishings with respect. You are expected to pick up after yourself and leave your station in the same condition you found it (or better).

Make sure you check to see that everything at your workstation is working correctly at the beginning of the class. If you notice any damage or equipment that is not working, please notify the teacher immediately. You are responsible for your workstation.

Keeping track of your work is your responsibility. Be sure to find out what was missed if absent, complete and hand in assignments when requested, and if necessary, spend extra time outside of class to finish any incomplete work.

Class work assignments are a necessary part of learning to work with software applications, and it is essential that you keep up with your daily work. All computer work will be done in class. Late work will not be accepted unless prior arrangements have been made with the instructor. When an absence occurs during a quiz or test, it must be made up immediately upon return.

Students should abide by ethical academic standards. Academic dishonesty (including plagiarism, cheating or copying the work of another, using technology for dishonest purposes, or for the purpose of gaining advantage) is strictly prohibited. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

Files must be saved in your network folder in order to obtain credit for the assignments. Flash drives and CD's are not permitted in the classroom.

All students must sign an Internet Use Agreement Form. Computer use is strictly limited to classroom assignments-no downloading or installing software, changing computer settings or Internet use without instructor permission.

**Assessment Procedures:**

- Attendance/Class Involvement
- Graded Class work
- Projects/Tests/Quizzes

Class involvement grade includes areas such as listening, responsibility, self-management, integrity, time management, interpersonal, problem solving, and use of resources and facilities.