

**Department:**           **Business Education**

**Course Title:**       **Microsoft Office**

**Year:**               **2017 – 2018**

**Teacher:**           **Mr. Harned**

**Credit:**             **One (1)**

**Prerequisite:**       **Digital Literacy / Computer Tech / Computer Applications**

**Course Description:** The Microsoft Office suite of application software is one of the most widely used software packages being used in the business world. This course will cover the three main components of the software package—Word (word processing application), Excel (spreadsheet application), and PowerPoint (presentation application). Microsoft Office is an integrated suite—the applications can be used separately or together to create professional-looking documents and presentations and effectively manage data. A computer workstation with appropriate software is available for each student. We will be working directly with the Kentucky IT Academy website to work towards a goal of getting students certified as Microsoft Office Specialists.

**Student Objectives:**

1. The student will demonstrate correct procedures in use, care, and maintenance of equipment.
2. The student will demonstrate proper keyboarding techniques.
3. The student will use appropriate software to complete many types of documents, including but not limited to the following: letters, reports, memos, spreadsheets, data charts, database entries, queries, electronic presentations with multimedia aspects, etc.
4. The student will use Microsoft Word to edit documents, work with tables, create reports, newsletters, etc.
5. The student will use Microsoft Excel to work with formulas, functions, and charts, chart data, etc.
6. The student will use Microsoft PowerPoint to create and enhance presentations, using many of the same skills they learned while working with Word.
7. The student will complete a series of small projects that will enhance and expand the knowledge and skills emphasized in the classroom and daily lessons.
8. The student will works towards a goal of earning MOS Certification.
9. The student will develop good work habits and a work ethic that impacts success at school and in the workplace.

**Course Requirements:** In order to be successful in this course, you should focus on the following expectations:

1. Actively participate in all class activities.
2. Thoroughly complete all assigned computer lessons from the IT Academy website.
  1. Complete all assigned assignments, quizzes, and assessments.
  2. Complete all projects as directed.
  3. Maintain a positive attitude about the class and take the initiative to see me if your attitude is turning bad.

## **Grading Procedures**

Grades will be given for daily work, projects from the text and/or the IT Academy website, GMetrix Practice Tests, and actual MOS Certifications Tests. Assignments and Projects from the text and/or IT Academy website will be turned in on Edmodo. Projects and Due Dates will be posted on my website. To avoid falling behind, simply stay on task while you are in class, and try to be here in class every day.

### **Criteria included for evaluation and determination of grade:**

There will be ample opportunity to maintain a good grade in this class, but you must work hard daily to stay on top of your grade.

The point system will be used for grades. All work will be assigned a point value and the total points earned will be divided into the total number of points to determine your final grade. The grading scale will be as follows:

|          |          |                    |
|----------|----------|--------------------|
| <b>A</b> | <b>–</b> | <b>(90-100%)</b>   |
| <b>B</b> | <b>–</b> | <b>(80-89%)</b>    |
| <b>C</b> | <b>–</b> | <b>(70-79%)</b>    |
| <b>D</b> | <b>–</b> | <b>(60-69%)</b>    |
| <b>F</b> | <b>–</b> | <b>(Below 60%)</b> |

**\*NOTE: The first two assignments will be to turn in the Course Fee and the signed Agreement Sheet. No other grades will be entered into the grade book until I receive your money and signed Agreement sheet.**

### **Final Class Grade:**

|                   |     |
|-------------------|-----|
| First Nine Weeks  | 40% |
| Second Nine Weeks | 40% |
| Final Exam        | 20% |

### **Academic Dishonesty / Cheating**

If you are caught using someone else's work, you will receive a zero for that assignment. If you are caught giving someone else your work to turn in as their own, you will both receive a zero for the assignment. Any other instances of academic dishonesty / cheating, including these mentioned above will result in a referral in Infinite Campus. My suggestion is simple – do the work yourself. The material covered in class is something that you can benefit you in high school, college, and life after school.

### **Classroom Guidelines:**

1. **Always** follow the Golden Rule: Treat others as you would want to be treated!
2. Respect yourself and others, as well as the expensive computer equipment you have in front of you.
3. Be on time every day.
4. Be prepared to work daily. It is important that you are here every day.
5. Remain in seats until bell rings- I dismiss you, the bell doesn't.
6. All students and parents must sign a "Computer Lab User Agreement" before work can begin on the computer.
7. Follow all rules and procedures – this includes Mr. Harned's Class Expectations.

**Consequences:**

*1<sup>st</sup> offense*- Warning and conference with teacher.

*2<sup>nd</sup> offense*- Conference with teacher and/or call to parent PLUS 30 minute-1 hour detention or other assignment added.

*3<sup>rd</sup> offense*- Referral to office

Other offenses will be dealt with on individual bases. It is at the teacher's discretion depending on offense.

**Materials needed for class:**

- Folder
- Paper
- Pen/Pencil
- Headphones
- It is also recommended that you have a thumb drive / flash drive to back up your electronic documents.

***The faculty and administration reserve the right to change the class syllabus as deemed necessary. Requirements shall be modified to accommodate students who qualify for specially designed instruction.***