



## Microsoft Office Skills: Course Syllabus

Ms. Smith

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Room: C206

### Course Description:

Semester 1: Students will develop and reinforce skills in keyboarding input methods and basic computer operations. They will gain proficiency in using word processing, and presentation software. Students will also demonstrate guidelines on how to use the internet safely, efficiently, and how to evaluate the validity of internet sources. They will learn correct e-mail etiquette and principle usages of email. Student progress in keyboarding is evaluated and reported to the HSD for student assessment in efficiency and improvement. Students will also complete a test for Microsoft Office certification in Word.

Semester 2: Students will develop spreadsheet and presentation software skills needed for high school, college and various technology careers, in addition to building on their word processing and internet skills developed first semester. Students will gain experience in preparing business forms, tables, presentations, and charts. The most current software appropriate to the industry will be utilized.

### Class Expectations:

Below is my list of non-negotiables. We will create a set of individual class rules in the near future. Detentions will be assigned as described in the Student Behavior Guide. Pay particular attention to the tardy policy.

1. Arrive to class on time.
2. Come to class prepared to work.
3. Engage in class activities.
4. Minimize distractions.
5. No food or drink (expect a bottle of water) in the classroom.

### Course Overview:

Semester 1	Semester 2
<b>Unit 1</b> - Keyboarding	<b>Unit 1</b> - Excel- Part 1: Worksheet Basics
<b>Unit 2</b> - Word- Part 1: Document Basics	<b>Unit 2</b> - Excel- Part 2: Formatting Data
<b>Unit 3</b> - Word- Part 2: Formatting Text	<b>Unit 3</b> - Excel- Part 3: Page Layout Options
<b>Unit 4</b> - Word- Part 3: Formatting Paragraphs	<b>Unit 4</b> - Excel- Part 4: Numbers & Formulas
<b>Unit 5</b> - Word- Part 4: Working with Tables	<b>Unit 5</b> - Excel- Parts 5/6: Shapes, Charts, & Graphs
<b>Unit 6</b> - Word- Part 8: Graphics & Visual Elements	<b>Unit 6</b> - PowerPoint- Parts 2/4: Transitions, Animations, & Enhancing Slide Elements

**EVALUATION:**

Students will be graded on class participation, technique, classwork, and tests. Tests will account for 70% of your class grade, and all other class work will account for the other 30% of your class grade.

**TESTS/QUIZZES:**

There will be a test at the end of each unit. Except for the first unit, all tests will be comprised of both a google form as well as a performance piece in either Word, Excel, or PowerPoint. We will also be taking three Certiport tests in order for you to earn industry credentials for proficiency in Word, Excel, and PowerPoint. These tests are a BIG DEAL and can really set you apart for jobs and college applications. TAKE THEM SERIOUSLY!

**GRADING SCALE:**

A = 90-100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59% and BELOW

**END OF CLASS PROCEDURES:**

Close and save all programs to your student folder, log off computer, return books to cart, push your chair in when bell rings. Leave your area like it was when you came in the classroom—CLEAN! \*DO NOT LINE UP AT THE DOOR!!!\*