

Microsoft Office

COURSE SYLLABUS

Lafayette High School
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Course Description

This course is an extension of Digital Literacy. Students will have the opportunity to increase their computer skills. Advanced functions and integration of Microsoft Word, Excel, Access, and PowerPoint will be taught. Students will work toward MOS Certification in one or more of the Microsoft areas. In addition, students will utilize Internet access to complete various projects.

Prerequisites

Digital Literacy

Materials

You will need the following supplies for this course:

- Folder
- Pen or Pencil
- USB flash drive

This course will not use a physical textbook. However, students will be required to use the online SAM training program through Cengage which can be found at <http://sam.cengage.com>.

Grading Scale

A	92-100
B	83-91
C	74-82

- D 65-73
- F 64 or below

Evaluation Procedure

Your grade will consist of the following 3 categories:

1. Category 1 Formative Assessments (40%)
 - a. Daily Work
2. Category 2 Summative Assessments (45%)
 - a. Quizzes
 - b. Tests
 - c. Projects
3. Category 3 Final Exam (15%)

Make-up Work

Make-up work will be accepted at any time prior to the start of final exams. Once final exams have started, make-up work will no longer be accepted. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** If you are absent, you can track all assignments on my website at <http://www.derricksmithweb.com>. It is your responsibility to make up any missing assignments.

Missing Assignments

Missing assignments that are turned in will be graded. **However, grading missing assignments is a low priority. Most missing assignments will be graded within one week of turning in.**

Homework

Homework will rarely be given. However, each student is expected to complete work in class during each and every class period. The SAM training program can be accessed from most home computers, so if you miss class one day, you can likely work from home.

Course Topics

Unit 1 Employability

1. Demonstrate effective use of electronic communication to correspond via email in the workplace.
2. Research careers of interest to determine educational goals, income potential, job outlook and workplace expectations.
3. Develop a professional letter of application for a job opening.
4. Develop a professional resume to include education, experience and skills.

5. Determine the skills necessary to interview successfully for a job position.
6. Prepare a professional follow-up letter.
7. Determine workplace expectations as they relate to cell phone and internet usage and etiquette.
8. Develop communication skills to utilize in the workplace.
9. Participate in work-based learning, shadowing, mentoring or co-op.

Unit 2 Computer Essentials

1. Describe current and emerging hardware, configure, install, and upgrade hardware, diagnose problems; and repair hardware.
2. Identify, evaluate, select, use, upgrade, and customize productivity software used by business and industry; diagnose and solve problems.
3. Troubleshooting of hardware and application software and operating systems.
4. Identify, evaluate, select, install, use upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities.
5. Research, plan the selection and acquisition of emerging information technologies
6. Research, evaluate consumer current technical products and services; compare and contrast the products and make effective consumer decisions.

Unit 3 Word Processing

1. Create business letters in mailable copy.
2. Create envelopes for business communication.
3. Develop a letterhead for business use.
4. Develop a research paper in MLA format.
5. Create a mail merge to produce letters to customers
6. Demonstrate application of proofreader's marks, spell check, thesaurus, grammar check and use of reference materials.

Unit 4 Spreadsheets

1. Create worksheets and embedded charts to convey a visual presentation of data.
2. Apply formulas, functions and formatting to create spreadsheets.
3. Apply what-if analysis to charts and large worksheets.
4. Apply financial functions but not limited to, future value, present value, amortization schedules and compound interest to spreadsheet application.

Unit 5 Databases

1. Create, evaluate, and maintain a print reports from a database.
2. Use a database program to create, design queries and custom queries.
3. Use a database program to create multi-table relational databases including, but not limited to databases containing two or more related tables.
4. Utilize a database program to create and maintaining a database, filtering and multi-valued lookup fields.

Unit 6 Presentation Software

1. Utilize diagrams appropriately within a presentation.
2. Demonstrate the appropriate use of color and graphics to complete a professional presentation.
3. Develop animation schemes to enhance a presentation.
4. Utilize custom backgrounds, action buttons, hyperlinks, and sound, video and speaker notes when preparing a professional multi-media presentation.

Unit 7 Desktop Publishing

1. Create effective publications utilizing text, graphics, borders, shadings, watermarks and columns using desktop publication software.
2. Create nameplates using principles of layout and design.