

Computer Applications: Office 2010

Course Overview and Syllabus

Course Number: EL3520

Grade level: 9–12

Prerequisite Courses: none

Credits: .5

Course Description

This one-semester course introduces students to the features and functionality of the most widely-used productivity software in the world: Microsoft® Office®. Through video instruction, interactive skills demonstrations, and hands-on practice assignments, students learn to develop, edit and share Office® 2010 documents for both personal and professional use. By the end of this course, students will have developed basic proficiency in the most common tools and features of the Microsoft Office 2010 suite of applications: Word®, Excel®, PowerPoint®, and Outlook®.

Course Objectives

Throughout the course, you will meet the following goals:

- Use Microsoft Office to produce a variety of business documents, spreadsheets, presentations and emails.
- Become proficient in the skills and concepts of Microsoft Word, including working with text, tables, paragraphs and graphics.
- Learn how to use Microsoft Excel to produce spreadsheets that incorporate complex functions, cell formatting, charts and templates.
- Use Microsoft PowerPoint to create compelling presentations featuring text, tables, clip art, charts, and animations.
- Use Microsoft Outlook to send email messages, create events, track tasks and manage your inbox.

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course would. Throughout this course, you are expected to spend approximately five to seven hours per week online on the following activities:

- Interactive lessons that include a mixture of instructional segments and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including tests and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, e-mail, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Assignments	40%
Essays	0%
Labs	0%
Lesson Quizzes	0%
Unit Tests	20%
Cumulative Exams	10%
Projects	30%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

Unit 1: Word Basics

Unit 2: Using Word

Unit 3: Excel Basics

Unit 4: Using Excel

Unit 5: PowerPoint Basics

Unit 6: Using PowerPoint

Unit 7: Outlook Basics