Microsoft Office Certification Syllabus

Course Description

Microsoft Office Certification will provide students to proficiently use basic and advanced applications of Microsoft Word, PowerPoint, and Excel. This course will be a preparation for Microsoft Office* Specialist (MOS) certification for Microsoft Office upon completion. The purpose of this course is to prepare students to qualify for entry-level positions in the business/office sector and prepare students for college courses in a computer related field. Students can earn up to three college credits upon passing the MOS test.

Classroom Guidelines

Beginning Class:

- ✓ Student is to arrive on time to class every day. When the bell rings, you must be inside the classroom, not standing outside in the doorway.
- ✓ Students should immediately go to your assigned seat, turn on his/her computer and log-on.

During Class:

- ✓ NO students are allowed in the following areas of the room without permission: behind the teacher's desk, in the closet, in any cabinets, or at the teacher's workstation.
- ✓ DON'T talk while the teacher, another student, or a guest is talking; this is discourteous behavior.
- ✓ RESPECT ALL EQUIPMENT. Monetary damages may be accessed for computer vandalism and may result in the student being permanently removed from the equipment, the class, or both.
- ✓ ALL STUDENTS will respect each other, the teacher, and any substitute teacher that enters the classroom. Improper behavior, vulgar, or profane language will not be tolerated.
- ✓ Students will need headphones to listen to lessons in class.
- ✓ Put your name, date, and assignment title in a header on all your work!
- ✓ Save all projects to Microsoft OneDrive.
- ✓ Check email and Schoology messages regularly.
- ✓ Hand in all assignments by placing them in the specific class period bin.
- ✓ Homework and assignment due dates are on the class Schoology calendar.
- ✓ If students are playing games on the computer or surfing the web during class time, they will receive a detention.
- ✓ Students are not allowed to have their cell phone during the class period.

Leaving the room:

- ✓ You will not be permitted to leave the room without a signed eHallpass.
- ✓ If you need to use the bathroom and feel you may be out of class for more than five minutes, you must go to the nurse's office and present a signed eHallpass for your return to my class.

Make up work:

- ✓ In order to be successful in this course, regular attendance is necessary.
- ✓ If you are absent the day something is collected, you must hand it to me at the BEGINNING of class on the day you return, or it is late, and you will earn a zero.
- ✓ Files, rubrics, and material given out in class will be available on Schoology.

Grading:

- ✓ Check your grades often on home access. If there is a problem let me know immediately don't wait till the end of the quarter.
- ✓ You will be graded by total points. This course will be project based.
- ✓ Students need to keep a folder/binder with syllabus and all graded assignments.
- ✓ Participation is an important part of the learning process and is encouraged as long as it is done in a manner that is respectful of the classroom environment. While classroom participation is not considered a portion of the overall grade, points may be added for excessive participation at the discretion of the instructor.
- ✓ Cheating will not be tolerated. If you are caught cheating (including giving someone your material to copy from, or typing your name on someone's computer assignment and calling it yours), you will receive a ZERO for the assignment and a DETENTION to a TWO DAY SUSPENSION. Talking during a quiz/test for any reason, having an open notebook or textbook will be considered cheating and will receive a zero.

End of Class:

- ✓ Lining up at the door is a fire hazard. Stay in your seats until the bell rings.

With everyone behaving responsibly and following the guidelines, this course will run smoothly and we will have an enjoyable class. ☺