Computer Applications - Office 2016 –EL3520

Course Overview and Syllabus

**Course Number:** EL3520 **Grade level:** 9–12

**Prerequisite Courses:** none **Credits:** 1.0

**Course Description**

This full year 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® 2016 documents for both personal and professional use in Word® and Excel®. Students will also learn basic features of both Outlook® and PowerPoint®.

**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.

**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.

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| Grading Category | Weight |
| **Assignments** | 40% |
| **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:

1. Word Basics
2. Using Word
3. Excel Basics
4. Using Excel
5. Outlook Basics
6. Tools and Features of Outlook
7. PowerPoint Basics
8. Using PowerPoint