

Microsoft Office Applications

Mountain Vista High School

Mr. Allison

kent.allison@dcsdk12.org

COURSE DESCRIPTION

In this course you will:

- Learn computer applications as a survival skill.
- Focus on Microsoft Office 2003 on Windows XP computers:
- Word will involve creating and formatting a document, formats for business communication as well as MLA formats for educational papers, mail merge, and special features.
- Excel will include designing, creating, editing, and printing a spreadsheet utilizing mathematical formulas. Charts and graphs will also be incorporated with the presentation of the data.
- PowerPoint presentations will entail making the student's work appear creative, colorful, and easy to understand in this class and other courses. Research is a key component of this module.
- Access will explore setting up, loading and maintaining various databases such as contact lists, inventories and "your personal stuff."
- MicroType3 typing software program is used to enhance the student's ability to 'touch-type' using proper typing techniques. This is a self-paced program and students will be graded on their individual level of advancement.
- Internet is to be used for research ONLY. Any other use of the Internet in my lab without permission means you will lose computer privileges for the rest of the day. Maybe longer. You can surf the Net from home.

MATERIALS

- All work will be saved in your individual student folders on the MVHS-DC domain controller file server.
- Students will electronically deliver most assignments, quizzes and tests to my Drop Box. There will be no assigned homework and all make-up work will need to be completed in a computer lab.

COURSE EVALUATION

A classroom cumulative point system will also be used:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	< 60

POLICIES

- **You** are responsible for all assignments and tests, even when you are away from class.
- Late assignments and tests will be accepted until the **week before** finals.

- No assignments will be accepted after this time, no exceptions.. These are recorded as zeros until the work is turned in.
- **You** are responsible for computers, furniture, and room environment.
- Food/Beverages except water is NOT allowed at any time in the computer lab.

- *Unsupervised* students **Shall Not** have access to the lab at any time before, during, or after school.
- Sign-ups will be required to utilize **all labs** during SOAR. Students not in an MOA class are not allowed in the lab during SOAR.
- Using the passwords of other users is strictly forbidden
- Trespassing in the folders, work, or files of other users constitutes a violation of your Internet Usage Agreement and is subject to discipline!