#  **Microsoft Office Suite**

 **CVTC - Dual Credit Course**

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***Instructor and Class Information***

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| ***Name*** | Mrs. Modl |  |
| ***E-mail Address******Instructor Hours******Start/End Date******Meeting Times******Course Website*** | nmodl@cornell.k12.wi.usPrep 7st Period (1:29-2:12)August 25, 2021 – January 14, 2022Period 5: (11:57-12:40) Google Classroom |  |

## **Course Information**

Course Title: Microsoft Office Suite

Course Description: This course is an introduction to Microsoft Office Suite and how it is used in academic and business environments. The students will become familiar with the Office user interface and use it as they work with Word, Powerpoint, Excel, and Access.

Total Credits: .5 (High School Credits)
 2 (College Credits)

Textbooks: Beskeen/Cram/Duffy/Friedrichsen/Reding-Bundle: Microsoft Office 2013: Illustrated Introductory, Loose-Leaf Version

Learning Supplies: Notebook, pen/pencil

Students successfully completing this course will be able to:

* Create and manage Windows Files and Folders
* Use Microsoft Word to create documents.
* Use Microsoft Excel to create spreadsheets.
* Use Microsoft Access to create databases.
* Use Microsoft PowerPoint to create presentations

**Core Abilities**: (skills that prepare the student for the workforce and lifelong learning)

* Models Integrity
* Thinks Critically
* Communicates Effectively

**Install Microsoft Office Free!**

Current students can download Microsoft Office on up to five computers or devices. Available apps change depending on the type of computer or device you are using. Refer to the **Install Office365 Suite** guide on the Technology Help Center page of My CVTC for additional information and instructions.

**Course Policies:**

* **Cell Phones:** Cell phones and other electronic devices must be turned off or on vibrate during class.
* **Participation:** Chapters are to be read prior to class. You should be prepared to enter class discussions. You will be called upon to provide answers. You are also expected to have completed problems to the best of your ability, and to share your thoughts and process with the class.
* **Assignments:** Homework assignments are to be completed prior to class. Incomplete homework will result in a 0 grade. Assignments will be accessible in Google Classroom.
* **Class Attendance:** It is assumed that students will make every attempt to be at all classes and be on time. We all benefit from everyone’s input and experience. If, however, it is necessary to miss class, it is the student’s responsibility to contact me and retrieve makeup work.
* **Quizzes:** Quizzes will be given throughout the course. There will be no surprise quizzes, and some will be open book/notes.
* **Tests:** Please try to be present on test days. Cheating and Collaboration are not allowed on exams and will result in a score of a 0 on the test. Makeup tests will be allowed for excused absences.
* **Feedback:** It is important to me that you know how you’re doing in the course. I will provide individual and group feedback for each major assignment in the course and we will debrief homework in class too. I typically grade assignments within a couple days of due date.
* **Respecting Others:** We are all individuals and have our own views and perspectives on issues. If you are uncomfortable with a topic or comment made, please let me know. Follow etiquette guidelines.
* **Inappropriate Behavior:** Name-calling, inappropriate innuendoes, personal rude/disrespectful comments, swearing, inappropriate touching, and physical violence are unprofessional and not tolerated in the classroom. Students will be reminded once. If behavior continues, the students will be asked to leave the room immediately and further discipline action will be taken.

## **Grading Information**

***Exams and/or Performance Assessment Tasks****. Each application within Microsoft Office Suite (Word, Excel, PowerPoint, and Access) has an assigned final performance assessment task. Scores on performance assessment tasks/exams will equal 60 percent of your overall course grade.*

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***Performance Assessment Tasks****: Performance assessments tasks (PAT) included in this course:*

*1. PAT-Word*

*2. PAT-Excel*

*3. PAT-Access*

*4. PAT-PowerPoint*

Grading Scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade | PERCENTAGE | Grade | PERCENTAGE | GRADE | PERCENTAGE |
| A | 93-100% | B- | 80-82% | D+ | 67-69% |
| A- | 90-92% | C+ | 77-79% | D | 63-66% |
| B+ | 87-89% | C | 73-76% | D- | 60-62% |
| B | 83-86% | C- | 70-72% | F | Below 60% |