Somerset Berkley Regional High School
Business Technology Department
Microsoft Office Pro Syllabus
Mrs. Darmody: Room #206, E-mail: darmodyg@sbregional.org
Website: gaildarmody.weebly.com
(Office Hours: By appointment)

Course Objectives:

This course is designed to develop students' technology literacy skills to support student achievement in all content areas. Students will learn how to use Microsoft Office (Word, Excel, Access, PowerPoint) and Web 2.0 tools, such as Google Apps and electronic portfolios, to demonstrate their proficiency. Student will explore career interests to include gathering, evaluation and presenting career information using various technology tools. Projects are differentiated to provide enriched extensions for Level 1 students, such as MLA citation in research papers. Level 3 students are allowed more time to complete assignments. This course is aligned to the National Business Education Association (NBEA) standards, Massachusetts Technology Literacy Standards and 21st Century Skills. It is recommended that college-bound students achieve mastery in these skills prior to graduation.

Instructional Resources:

- Learning Microsoft Office 2007 Deluxe (Pearson Prentice Hall DDC)
- Framework for 21st Century Learning at:
  http://www.p21.org/index.php?option=com_content&task=view&id=254&Itemid=120
- MA Technology Literacy Standards & Expectations at:
  http://www.doe.mass.edu/edtech/standards/itstand.pdf
- The National Standards for Business Education:
  http://www.nbea.org/newsite/curriculum/standards/index.html
- Middle School Technology Literacy at:
  http://www.kn.att.com/wired/fil/pages/list8thgrtmr.html
- Technology Literacy Curriculum Resources:
  http://www.kn.att.com/wired/fil/pages/listtechnolomr2.html

Materials needed for class each day. This is part of your class participation grade.
(if you have any questions or concerns regarding required materials, please speak to Mrs. Darmody asap!)
- USB Jump Drive (2 GB minimum storage capacity)
- Notebook & pocket folder
- Writing utensil (pencil or pen)
- School agenda book
- Access to a computer with Internet access outside of the school day
- Personal email account to use with Google Docs

Evaluation:
75% - Projects, Class assignments, Quizzes, Tests and other assessments
25% - Class participation and homework

Assignments, Projects & Assessments:

All assignments/projects including homework, class work, papers, projects, etc. must be completed and turned in by the due date. Electronic assignments must be submitted & shared via Google Docs. Due dates for assignments will be listed in the Assignment Checklist Graphic Organizer on our class website. For most class work assignments, students will have 2 class periods to complete the assignment. ***Work handed in late, without prior approval, will be subject to a full letter grade reduction for each day late, at the discretion of the teacher***. If you are absent, make up tests must be taken by the second class following your return to school, unless alternative arrangements have been approved by the teacher, or you will receive a full letter grade reduction on the test.

Class Rules & Expectations:

1. Be respectful, attentive, courteous and cooperative with your peers and your teacher.
2. Be punctual to class and prepared to work with all necessary materials.
3. Avoid excessive absenteeism from class.
4. No food is allowed in the computer lab environment.
5. No drinks are allowed in the computer lab, except for a covered water bottle that will be kept away from the computer.
6. Avoid excessive requests for restroom visits.

Course Topics:

I. Ethical Use of Computers (AUP)
II. File Management & Computer Hardware/Peripherals Review
III. Introduction to Windows 7
IV. Introduction to Collaborative & On-line Learning Tools (Web 2.0)
V. Using the Internet Safely and Effectively for Research and Communication
VI. Word Processing
VII. PowerPoint
VIII. Spreadsheet Applications
IX. Database Applications
X. Integration of Microsoft Office with Other Applications (Multimedia)
XI. Final Exam Project & Presentations