

Computer Applications: Office 2007

Course Number: EL4082

Grade level: 9–12

Credits: 0.5

Prerequisite Courses: None

Course Description

Offering insight into the suite of products most used by working professionals, EL4082 challenges high school students to become proficient in Microsoft®, Word®, Excel®, PowerPoint®, and Outlook® through engaging lessons and coursework. This one-semester course is designed to provide students with hands-on experience with tasks such as creating flyers, brochures, schedules, presentations, and mail merge.

Course Objectives

Throughout the course, you will meet the following goals:

- Identify the different parts of a Word, Excel, PowerPoint, and Outlook window
- Demonstrate the ability to name, save, format, edit, track changes, and print a Word document, Excel worksheet, and PowerPoint presentation
- Explain how to insert pictures, tables, and graphs into a Word document and a PowerPoint presentation
- Prepare a PowerPoint slideshow for a presentation
- Demonstrate the ability to compose, format, and send e-mail messages with an attachment in Outlook

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course would. Throughout the course, you are expected to spend approximately 5–7 hours per week online on the following activities:

- Interactive lessons that include a mixture of instructional videos and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments including quizzes, tests, and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, e-mail, chat, and system announcements. Through this communication with your teacher, you will monitor your progress through the course and improve your learning by reviewing material that was challenging for you.

You will also communicate with classmates, either via online tools or face-to-face, as you do the following:

- Collaborate on projects
- Ask and answer questions in your peer group
- Develop 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.

Assignments	20%
Essays	0%
Lesson Quizzes	20%
Unit Tests	40%
Cumulative Exams	20%
Additional	0%

Scope and Sequence

When you log into the Virtual Classroom, you can view the entire course map, which provides a scope and sequence of all topics you will study. Clicking a lesson's link in the course map leads to a page listing instructional activities, assignments, and learning objectives specific to that lesson. The units of study are summarized below.

Unit 1: Word 2007: Business and Personal Communication

Unit 2: Excel 2007: Business and Personal Finance

Unit 3: PowerPoint 2007: The Power of Presentations

Unit 4: Outlook 2007: E-mail and Electronic Communications