

MICROSOFT OFFICE BASICS

2018 Spring Semester

Instructor:Dave Behling

Classroom:.....I-102

website:www.behtek.com

e-mail:.....behlingd@luhsd.net –or– d_behling@behtek.com

Course Description:

This introductory course to Microsoft office applications is intended to teach students fundamental computer skills in Word, PowerPoint, Excel, Access, and Publisher. Students will learn concepts required to produce, revise, and print high quality business documents including among others letters, memos, graphs, press releases, presentations, newsletters, and brochures.

Text and Materials:

- The Office Specialist.com
- Internet access.
- The Library is also open daily for computer use and make up work.

Course Objectives:

- Upon completion of this course, the student should be able to use the following skills:
- Creativity and design skills to plan and produce business documents
- Technical writing skills to develop effective business documents
- Math skills to develop projected revenue and inventory spreadsheets
- Presentation skills to design slide shows
- Decision-making skills
- Organizational skills
- Integrating Microsoft Office to complete comprehensive real-world projects
- Produce high quality documents.

Lesson Schedule

- Complete Microsoft Word Lessons
- Complete Microsoft PowerPoint Lessons
- Complete Microsoft Excel Lessons
- Complete Microsoft Publisher Lessons
- Complete Microsoft Access Lessons
- Final Project

Make-Up Work

Work missed due to absences may be made up on student's own time (before school, at lunch, during study hall) within one (1) week of the assignment due date without penalty, if the absence was excused. It is the responsibility of student to obtain any missed work. Thereafter, the instructor will accept no make-up work, unless previous arrangements have been made.

Students with excessive trancies (7 per semester grading period) may be given a failing grade and not receive credit for the class (per Administrative Resolution AR-5121)

MICROSOFT OFFICE BASICS

2018 Spring Semester

Participation:

20 percent of the student's grade is based on participation. Participation in class is based on several factors depending on the subject. Students are considered non-participants if they are engaged in any of the following during class time:

1. Using cell phones
2. Talking
3. Sleeping
4. Using head phones (without authorization)
5. Doing homework from other classes (without authorization)
6. Being tardy to short quizzes given at the beginning of the period
7. Being tardy to occasional warm ups given at the beginning of the period

Grading:

Per LUHSD Administrative Regulation AR5121 grades for achievement shall be reported each marking period as follows:

Outstanding Achievement/Above grade level Standards	A
Above Expected Achievement/Above grade level Standards	B
Expected Achievement/Meets grade level Standards	C
Below Expected Achievement/Meets grade level Standards	D
Little or No Achievement/Below grade level Standards	F
Incomplete	I
No Mark	NM
Withdrawal/Fail	WF

Students' grade will be determined as follows:

• Assignments and Exercises	40%
• Final Project	20%
• Participation	20%
• Quizzes and Exams	20%
• Total	100%

The Final grade for the class will be the average of Quarter 3 and Quarter 4.

• A	90-100%
• B	80-89%
• C	70-79%
• D	60-69%
• F	0-59%

*Instructor reserves a right to change the grading structure. There might be extra credit assignments for all students present in class at the time. Additional EXTRA CREDIT will be given for students that provide a ream of copy/printer paper.