



Word and Excel

Syllabus

Credit: .5

Teacher: Ms. Colletti

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Course Description: This course will cover introductory skills. Students will learn to create and edit letters, memos, faxes, envelopes, mailing labels, basic reports, and resumes in Microsoft Word. Students will also learn how to create, edit, and format spreadsheets, charts, and graphs using Microsoft Excel. This course will prepare students for the Proficient level of the MOUS Word and Excel Exams.

- Basic layout of class: 1st half of year we will cover MS Word and the 2nd half we will cover Excel.
- Keyboarding skills practiced all year
- Projects will be as relevant as possible – School work for other classes, if possible.
- EDMODO – www.edmodo.com - an educational website that takes the ideas of a social network and refines them and makes it appropriate for a classroom. All assignments are put on Edmodo and also turned in

Teaching Methods:

1. **Lectures / Demonstrations** – will be used to discuss objectives of each component and to illustrate methods of creating various projects.
2. **Projects** – will be the most important part of the study. It is through these methods that students will learn by doing the tasks and have a chance to apply their knowledge to individual projects.
3. **Assessments** – along with the projects, students will be assessed using quizzes, tests, and other special assignments.

Grading: *

Category	Weight
Projects	65%
Tests and Quizzes	20%
Participation and Effort	15%

***subject to minor changes**

Responsibilities

Arrive on time

Listen to instructions

Turn in assignments on Edmodo—Carefully attaching documents

5 points off for every day late

No assignments accepted after 1 week.

If you miss class due to illness, you have two school days to turn in missed work with no point deduction.

If you cut class, you get a zero—NO make-up work accepted

Do NOT get up at the end of class until the bell rings.