Computer Applications - Office 2019
Course Overview and Syllabus

Course Number: EL3520

Grade level: 9–12

Prerequisite Courses: none

Credits: 1.0

Course Description

This two-semester course introduces students to the features and functionality of Microsoft® Office® 2019. Through video instruction, interactive skills demonstrations, practice assignments, and unit-level assessments, students become proficient in Microsoft Word®, Excel®, Outlook®, and PowerPoint®.

Course Objectives

Throughout the course, you will meet the following goals:

- Use Microsoft® Office® to produce a variety of business documents, spreadsheets, and emails.
- Become proficient in the skills and concepts of Microsoft® Word®, including working with text, tables, paragraphs, and graphics.
- Learn how to use Microsoft® Excel® to produce spreadsheets that incorporate complex functions, cell formatting, charts, and templates.
- Use Microsoft® Outlook® to send e-mail messages and create events and tasks.
- Use Microsoft® PowerPoint® to create presentations

Student Expectations

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

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

Communication

Your teacher will communicate with you regularly through discussions, e-mail, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your 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.

Grading Category	Weight
Assignments	40%
Unit Tests	20%
Cumulative Exams	10%
Projects	30%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

Unit 1: Word Basics

Unit 2: Using Word

Unit 3: Tools and Features of Word

Unit 4: Excel Basics

Unit 5: Using Excel

Unit 6: Tools and Features of Excel

Unit 7: Outlook Basics

Unit 8: Tools and Features of Outlook

Unit 9: PowerPoint Basics

Unit 10: Using PowerPoint