

Syllabus - Advanced Computer Apps

Outlook Academy

Instructor

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General Information

Course Description

Students work to achieve Microsoft Office Specialist (MOS) certification. This computer based learning course uses a program called GMetrix to facilitate instruction. The maximum exam score is 1000 with a 700 required to receive a MOS certification. By the end of the term, all students are required to complete a resume' that includes all MOS certificates attained. Students can receive a minimum of three MS Office Certifications including MS Word, PowerPoint, and MS Excel. Additional certifications are also available to the student.

Goal and Expectations

- **Course Goal:** Student will receive a minimum of three MOS certifications in MS OFFICE 2016 (Word, Excel and PowerPoint)
- **Academic Expectations:** Students will learn and receive the following:
 1. **MS Word Certification Expectations**
 - Complete three practice exams with scores above 900 for the following skillsets:
 - i. Create and Manage Documents
 - ii. Format Text and Paragraphs and Sections
 - iii. Create Tables and Lists
 - iv. Create and Manage References
 - v. Insert and Format Graphic Elements
 - Complete the MOS exam with a score of 700 or higher
 3. **MS PowerPoint Certification Expectations**
 - Complete three practice and training exams with scores of 900 or higher within 50 minutes
 - i. Create and Manage Presentations
 - ii. Insert and Format Text and Shapes and Images
 - iii. Insert Tables and Charts and SmartArt and Media
 - iv. Apply Transitions and Animations
 - v. Manage Multiple Presentations
 - Complete the MOS exam with a score of 700 or higher
 4. **MS Excel Certification Expectations**
 - Complete three practice and training exams with scores of 900 or higher within 50 minutes
 - i. Create and Manage Worksheets and Workbooks
 - ii. Manage Data Cells and Ranges
 - iii. Create Tables
 - iv. Perform Operations with Formulas and Functions
 - v. Create Charts and Objects
 - Complete the MOS exam with a score of 700 or higher

Attendance

- Students sign-in daily using google classroom (www.classroom.google.com)
 1. Sign in using you District email and password (Click the G to access Google)
 2. Click on the Advanced Computer Apps Classroom and press the Google <Meet link> to Enter the Class
 3. Click <Join Now> link to enter the virtual classroom
 4. Attendance is taken three ways:
 1. PowerSchool at the beginning and end of class
 2. Using Google Meet's automatic attendance feature

Participation Points

- based on activities completed daily (15 points per day)
 1. 15 pts for lesson Engagement and participation during online instruction
 2. Extra credit points (e-points) are given for specific activity participation

Important terminology

1. Certiport
2. GMetrix
3. MOS (Microsoft Office Specialist)
4. Certification

Behavioral / Attire

- Use appropriate and purposeful language (Usage of profanity or signifying are not tolerated)
- Any and all inappropriate language or comments will be documented and reported to administration
- Attend class daily and be on time - Absences will negatively affect your grade
- Appropriate online attire is required

Course Materials & Grading

Required Hardware / Software

- **Hardware:** Chromebook or Home Computer (Notify Mr. Arrington if you have computer problems)
- **Software:** Certiport GMetrix: www.gmetrix.net
- **Access code:** provided by Mr. Arrington
- **If you have a home computer, you can download the actual program at:**
 - www.getrix.net/download:
 - Sign in by click the G for Google, then use your district ID and Password
 - Use the access code: 59547-outlook9-85456

Resources

- GMetrix Online Training Module

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