



Radnor High School
Course Syllabus
MS Office Applications
1011



I. Course Description

This course provides instruction in the Vista Operating System and Microsoft Office 2007. It is a one-semester course designed to enable students to master fundamental computer skills necessary in college and business. Students use Microsoft Office 2007 to create professional formats. Topics in MS Word, MS Excel, MS PowerPoint, and MS Access are covered in project form and include creating and editing files such as research papers and resumes using wizards (templates) in the instruction process. Other projects include creating workbooks of worksheets with embedded charts, formulas, functions, formatting and Web queries; creating presentations with bulleted lists, illustrations and shapes; database creation, querying, and maintenance.

II. Materials & Equipment

Texts:

Keyboarding Short Course (www.keyboardingonline.com) – Ellsworth Publishing Co.
Microsoft Office 2007 Introductory Concepts and Techniques – Shelley, Cashman, and Vermaat

Various handouts and related practice materials

III. Course Goals & Objectives

- Proficiency in the use of MS Office tools so that papers, projects, and presentations in other classes are professionally prepared.
- Develop mastery of alphabetic keyboard, including alpha, numeric, and command keys.
- Develop the ability to format documents.
- Develop the ability to use automatic features the computer equipment provides to perform various editing functions.
- Process documents that are acceptable in format, language usage, error detection and correction.
- Develop work habits that are important to success in school and business.
- Develop speed and accuracy in using the computer keyboard.
- Develop proofreading techniques.
- Learn the basics of Microsoft Office 2007 in conjunction with the above.

IV. Course Topics (Summary Outline)

- A. Keyboarding Review**
- B. Speed and Accuracy development (ongoing)**
- C. MS Word - Creating and Editing a Word Document – Announcement**
- D. MS Word - Creating a Research Paper**
- E. MS Word - Creating a Resume and a Cover Letter**
- F. MS Excel - Creating a Worksheet and an Embedded Chart**
- G. MS Excel - Formulas, Functions, Formatting and Web Queries**
- H. MS Excel - What-If Analysis, Charting, and Working with Large Worksheets**
- I. MS-PowerPoint 2007-Creating and Editing a Presentation**
- J. MS-PowerPoint 2007-Creating a Presentation with Illustrations and Shapes**
- K. Microsoft Access 2007-Creating and Using a Database**
- L. Microsoft Access 2007-Querying a Database**
- M. Microsoft Access 2007-Maintaining a Database**

V. Assignments & Grading

A. Method of Evaluation

- **Observation of keyboarding technique based on five criteria**
- **Evaluation of speed and accuracy (timed writings)**
- **Grading of Production of assignments in MS Word and MS Excel**
- **Production tests and objective tests (SAM)**
- **Final Exam**

B. “Standards and Goals” grading rubric attached.

	8	6	4	2	Score
C O N T E N T	There is a clear statement of purpose, theme or main idea for this Web project. There is a rich variety of relevant supporting information that is useful. All sources of information are properly and clearly credited. Information presented appears to be accurate, complete, and current. There is excellent evidence of student learning and effort.	The purpose, theme or main idea of this Web project is not clearly stated or may be vague. There may be some question about the sources of some information, pictures, graphics, or other content. Information presented may be accurate, complete, and current but this is not always clear. There is substantial evidence of student learning and effort.	This Web project lacks a clear sense of purpose or central theme. Some of the information may not seem to fit. Citation of sources needs improvement. Information is incomplete, out of date, and/or incorrect. There is adequate evidence of student learning and effort.	The text may read like a collection of disconnected, random thoughts. There is not enough detail and information to support the project. No citations are given. Information is incomplete, out of date or incorrect. There is little evidence of student learning and effort.	
C O N V E N T	Clear, concise, well-written, no spelling or grammatical errors.	Few syntax, spelling or grammatical errors.	Moderate amount of spelling, syntax, and/or grammatical errors.	Many spelling and grammatical Errors.	
L A Y O U T D E S I G N	The opening page introduces the overall structure of the site. Sequencing from page to page is logical and effective. There is unity and consistency among text and graphic elements. There are clear and attractive transitions between pages. Text and graphic elements are arranged to create an organized "white space".	The opening page introduces the structure of the site however the reader may not know what to do next. Text and graphic elements are arranged but lack appropriate "white space" appearing cluttered. There is adequate unity but some inconsistency among text and graphic elements. There are inconsistencies in transitions.	The opening page does not adequately introduce the structure of the site. Details seem unrelated and information is not grouped logically. Project has text and graphics however they lack or have too much "white space". There is little unity and consistency among text and graphic elements. Transitions need improvement.	The opening page does not introduce the structure of the site. The Sequencing makes the project hard to understand Project lacks text of graphic with no original "white space" There is no unity or consistency among text and graphic elements. Pages are disconnected and unrelated.	
F E C H E L E M E N T S	Navigation is clear and consistent throughout the project. The use of links and menus make it clear how to continue to explore an idea with appropriate layers of detail. Links to other web sites represent a valuable collection of resources related to the topic.	While it is usually easy to navigate, a visitor may be unsure of where to go next. Links to other web sites are usually appropriate and interesting, but it is not clear how they are related to the purpose.	The project has some links, buttons, or menus. Sometimes it is difficult to determine which links are central to the project. Links to other web sites don't seem to contribute to the project purpose or main idea.	It is easy to get lost in this project. There are few useful buttons. Menus, and/or navigation tools. There are no supporting links to other websites.	
A P P E A R A N C E	The overall appearance of the pages are pleasing. Titles, text, colors and graphics are exemplary. The project is attractive and stimulates viewer interest.	Overall graphic balance and organization of the pages are acceptable. There is an appropriate balance of easy to read titles, text, colors and graphics. The project is attractive but promotes limited viewer interest.	Colors, backgrounds and/or text are not used effectively, but the pages are readable. Icons and other graphical elements don't seem to serve any useful purpose other than for decoration. The project is unattractive or distracting.	The colors or background are too busy which make the text hard to read. There are few icons or graphical elements. The project is unattractive and distracting.	

LEGEND	
8	ADMIRABLE
6	ACCURATE
4	BASIC
2	INACCUATE