



Oak Park High School  
Office Software & Systems  
January, 2019 2019  
Mr. Amerikaner Room C-4  
Grades 9~12



**Prerequisite-None** This course is a graduation requirement to ensure that students are educated in the fundamentals of computer technology. The class includes a survey of computer hardware, the history of computing, computer security and detailed investigations of Windows, Microsoft Word, Excel, PowerPoint, and Internet Explorer.

Students focus on the Microsoft Office 2016 Suite with the goal of qualification for taking the [Microsoft Office Specialist](#) Exam. Certification distinguishes users of Microsoft Office products as truly knowledgeable—a designation that attracts attention in the competitive job market. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2016 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

The American Council on Education (ACE) has recommended college credit for select Microsoft Certifications. Approved certifications are applicable to one to six semester hours of college credit in bachelor's-degree or associate-degree classes on computer applications, information technology, or computer information systems. ACE maintains a network of more than 1,500 cooperating, accredited colleges and universities that agree to consider ACE college-credit recommendations. However, each institution has the discretion to accept credit for ACE recommendations as they see fit. Contact the institution you attend (or plan to attend) to inquire about its policy.



### Objectives:

- ✓ Learn the fundamentals of the Microsoft Office 2016 Suite.
- ✓ Build on the knowledge students have on integrating computer technology into their core subjects.
- ✓ Develop collaboration, research and acceptable technology skills for future success in school or work environment.
- ✓ Become proficient with digital textbooks, electronic resources and a paper-less classroom environment.

### Classroom Expectations:

- ✓ Students are responsible for following all District, OPHS, and classroom rules and directions.
- ✓ There is no eating, drinking (other than bottled water), gum, ball-caps in the technology lab. Personal music players and cell phones are to be turned off during class time.
- ✓ Please show courtesy to visitors, guest teachers, and professional speakers in the technology lab.

- ✓ Students will be assigned a username and password to use the lab computers. DO NOT share this information with other students. Students will **not** be excused from assignments if the work “is lost” from the student’s work folder. Students are responsible for their own folders and correct saving of their work.
- ✓ Students are responsible for the proper use of the computers. Any misuse, vandalism or inappropriate use of the computers will result in the removal from the class. The teacher, administrators and District will discuss the consequences of these actions with the students and their parents.
  - **Consequences:**
    - First Offense- Verbal warning
    - Second Offense- Detention and call/note home
    - Third Offense- Referral for Administration Action

**\*\*\* Disruptive behavior:** Fighting, profanity, defiance of authority will result in immediate removal from the class without warning or appeal.\*\*\*

### Academic Honesty:

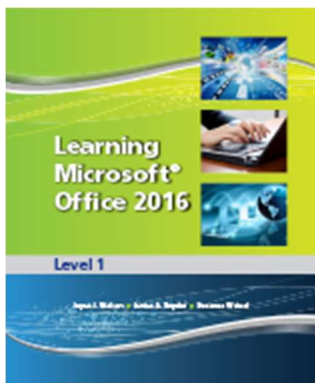
Students will not misrepresent class work, research assignments, class projects, examinations and homework assignments as their own, when in fact, they are the work of someone else.

### Grading Policy:

Students will be graded on the point systems. Students will receive grades for their submitted assignments, lab work, quizzes, tests, individual and group projects. In addition, students will receive points for class participation, which includes ability to collaborate, behavior and cooperation. Grades will be posted on the District “Q” Website. Each student and family will have access to the student grade.

### Make-up and Late Work Policy:

It is the student’s responsibility to find out what she/he missed during their absence. Assignments are posted and updated on the Teacher website: <http://erikamerikaner.com> Assignments will be accepted one week past the posted due date for one-half credit. After the past-due date, the student will receive a zero for the assignment.



The class will be using a Digital Textbook and Digital Resources that are available to students in the computer lab and any internet-based PC computer. This program is not compatible with MAC-based computers.

Parents and students are welcome to contact me anytime through email [eamerikaner@opusd.org](mailto:eamerikaner@opusd.org) . I will return your message as soon as possible. I look forward to working with your student this semester. Thank you. Mr. Amerikaner

Return this page to Mr. Amerikaner by January 19, 2019

We have received and reviewed the Office Software syllabus.

Student Name: \_\_\_\_\_ Period \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

Additional parent comments or questions:

Thank you

This is a graded assignment, worth 10 points.

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**I will develop a class Email list to distribute messages and class notes. Please follow the directions below:**

**Assignment # 2**

This is a graded assignment, worth 10 points.

1. From your **PRIMARY** Email address send an Email to: [eamerikaner@opusd.org](mailto:eamerikaner@opusd.org)
2. In the Subject Line: **Your First and Last Name and Class Period-** For example: Steven Spielberg Period 3
3. In the Body of the Email: Three (3) complete sentences giving **your** goals for this class---What do you want to learn?

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**Assignment # 3**

This is **EXTRA** Credit worth 10 points.

Ask your **parents** to send an Email to: [eamerikaner@opusd.org](mailto:eamerikaner@opusd.org)

In the Subject Line: Student: First and Last Name and Class Period-  
For example: Steven Spielberg Period 3