



Oak Park Education Foundation  
Office Software & Systems  
Summer, 2019  
Mr. Amerikaner Room  
Grades 9-12  
Online



No previous knowledge of Microsoft Office is necessary, **however, students need regular access to a PC computer (not MAC), MS Office 2013 or 2016 installed, and previous Windows experience.**

A Google E-mail account is necessary to download course materials and upload completed student work. Students may work at their own pace, but must complete the curriculum no later than **7/2 in order to receive credit**. Teacher's email address is: <mailto:eamerikaner@opusd.org>

**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.

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.

#### **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.

#### **Academic Honesty:**

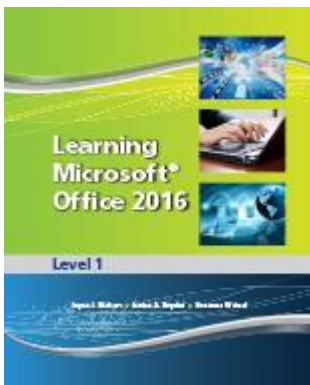
Students will not misrepresent class work, research assignments, class projects, examinations and homework assignments as their own, when in fact, they are the work of someone else.

## Assignment Schedule

Assignment	Lessons	Due
Intro To Computers		1-Jun
21st Century Skills		1-Jun
Word Chapter I	less 1-3	8-Jun
Word Chapter I	less 4-5	8-Jun
Word Chapter I	less 6-10	15-Jun
Word Chapter II	less 11-15	15-Jun
word Chapter II	less 16-20	22-Jun
Excel Chapter I	less 1-5	22-Jun
Excel Chapter I	less 6-10	29-Jun
Excel Chapter II	less 11-14	29-Jun
Excel Chapter II	less 15-20	2-Jul

## Grading Policy:

Students will be graded on the point systems. Students will receive grades for their submitted assignments. Each student and family will have access to the student grade through **THINKWAVE**.



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

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

**Assignment # 1**

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**  
For example: Steven Spielberg Office Software
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 # 2**

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  
For example: Steven Spielberg Office Software

Have them confirm receipt of this outline, and tell me something wonderful about you.