



Oak Park Education Foundation
Office Software & Systems
Summer, 2020
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 or Chromebook), MS Office 2013 or 2016 installed, and previous Windows experience.**

A OPUSD 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. Instructors:** email address is: <mailto:eamerikaner@opusd.org>

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

Intro To Computers		31-May
21st Century Skills		31-May
Word Chapter I	less 1-3	6-Jun
Word Chapter I	less 4-5	6-Jun
Word Chapter I	less 6-10	13-Jun
Word Chapter II	less 11-15	13-Jun
word Chapter II	less 16-20	20-Jun
Excel Chapter I	less 1-5	20-Jun
Excel Chapter I	less 6-10	27-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**.

Parents and students are welcome to contact me anytime through email 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

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
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?

Assignment # 2

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

Ask your **parents** to send an Email to: 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.