Oak Park High School
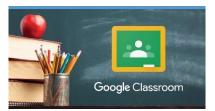**Office Software & Systems**
August-2021
Mr. Amerikaner
Grades 9~12
eamerikaner@opusd.org

Prerequisite-None This course is designed 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 Digital Citizenship.

Students focus on the Microsoft Office 2019 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 2019 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 2019 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.

Course Expectations:

- ✓ Students are responsible for following all District, OPHS, and classroom rules and directions.
- ✓ Students will be using their school G accounts. 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.

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. 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 and GClassroom. 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 and GClassroom. 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.

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

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 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?

Assignment # 2   This is a grade assignment, worth 10 points.
1. Ask your **parents** to send an Email to: eamerikaner@opusd.org

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

3. Please confirm you have reviewed the syllabus; student computer has access to correct software; **AND tell me THREE (3) wonderful facts about your student.**