

*Microsoft Certified Application Specialist
Course Syllabus
Mrs. Mustoe
978-692-5570 ext. 327
gmustoe@westfordk12.us*

Mission Statement

Westford Academy in collaboration with home and community, provides a safe environment where high expectations advance academic excellence. We are committed to promoting integrity and critical thinking, while fostering tolerance and life-long learning in an ever-changing global society.

Course Description and Objectives:

This course provides an in-depth review of Microsoft Word, PowerPoint and Excel. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. Each chapter presents a practical problem to be solved within a project planning framework. The project orientation is strengthened by the use of the Roadmap, which provides a visual framework for the project. Step-by-step instructions with supporting screens guides students through the steps. Instructional steps are supported by the Q&A, Experimental Step and BTW features.

The objectives are:

- To offer an in-depth presentation of Microsoft Office Word, PowerPoint and Excel 2013
- To expose students to practical examples of the computer as a useful tool.
- To acquaint students with the proper procedures to create workbooks, worksheets, documents and presentations suitable for coursework, professional purposes, and personal use.
- To help students discover the underlying functionality of Word, PowerPoint and Excel so they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.

Text/Materials:

Text: *Microsoft Word 2013: Comprehensive*
ISBN 978-1-285-16768-8

Text: *Microsoft PowerPoint 2013: Comprehensive*
ISBN 978-1-285-16784-8

Text: *Microsoft Excel 2013: Comprehensive*
ISBN 978-1-285-16843-2

Online Companion: www.scsite.com

Evaluation Methods:

1. Assignments: End of chapter activities and will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
2. Exams: One exam will be given. The exam will be closed book/notes and will test assigned readings and material learned in class for all three applications. A study guide will be provided prior to the exam day.
3. Participation: Student participation will be graded by the level of class participation and attendance.