

**Southgate Anderson**  
**15475 Leroy**  
**Southgate, MI 48195**  
**734 246-4611**

**Course Name:** BST Word/PowerPoint, BST Excel/Access

**Course Number:** 1422, 1425

**Course Credit:** .5 / trimester

**School Year:** 2008/2009

**Instructor:** Patti Sisler, Laura Draper, Christine LeDee, Lawrence Sakalas

**Course Description:** BST Word/PowerPoint is offered for one trimester. It entails Microsoft Office Programs Word and PowerPoint. Word (word processing program) and PowerPoint (presentation program) will be taught so that the students will learn the basic and intricate details of each. This class will allow students to be able to complete beginning and advanced commands for both Word and PowerPoint. This course will entail both daily assignments as well as project-based assignments. Upon completion students will be prepared for the MOS certification exam.

BST Excel/Access is offered for one trimester. It entails Microsoft Office Programs Excel and Access. Access (database program) and Excel (spreadsheet program) will learn the basic and intricate details of each. This class will allow for students to be able to complete beginning and advanced commands for both Access and Excel. This course will entail both daily assignments as well as project based assignments.

**Course Objectives:** Students will develop skills in files management, Internet skills and skills in the Microsoft Office XP software suite, covering Word, Excel, Access and PowerPoint. At the completion of this course, students will have acquired skills that would be required to obtain an entry-level administrative support position requiring word processing, spreadsheets, database or presentation software skills. Students that have successfully completed the course with a 75% or better grade would also be able to gain industry-recognized MOS certification if desired.

**Student Competencies:** State of Michigan's 12 Segments

**Required Text:** Provided by instructor

**References & Other Resources:** Not Applicable

**Course Advisory Committee:** Patti Sisler, Laura Draper, Lawrence Sakalas, Christine LeDee, Todd Browning, Karen Hurley, Michael Toschi, Mike Reichow, Leon Wright, Avec Gomez Lee, Joe OBrien

**Class Assignments:** Assignments may vary with the students' abilities but will include the State of Michigan's 12 segments

**Final Exam:** The final exam will be 20% of the student's grade. It will be comprised of two portions, written and computer application. Each portion will be worth 50% of the final exam grade.

**Class Policies:** Along with the School policies in the Southgate Anderson High School Student Code of Conduct the student will have the following classroom policies.

1. No food or drink in the lab at any time. If you bring it in the classroom, you will be asked to dispose of it. You may chew gum, but if gum wrappers are left on the desk or floor, the no food rule will be enforced.

2. Please respect the equipment, books and classroom as if it were your own. Repair/replacement costs of the materials are expensive.
3. No coats, headphones or cell phones in the classroom.
4. Please do not remove the book from your workstation. The book is assigned to the workstation, not to individual students. Books DO NOT leave the classroom at any time.
5. Treat your classmates with respect and integrity- treat them how you wish to be treated.
6. Do not share your password with anyone except the classroom teacher or the staff from the technology office. If you share your password with other students, disciplinary action will occur. If you suspect that someone has your password, please notify me immediately and I will have your password changed. DO NOT CHANGE YOUR OWN PASSWORD, or you will lose all of your files.
7. Academic dishonesty (cheating) will not be tolerated. Any person(s) caught cheating will face disciplinary action and lose credit for all assignments involved. You may lose your login access.
8. Chat rooms and instant messenger programs are STRICTLY prohibited. Disciplinary action will result and you may lose your login access.
9. Downloading or installing any program/game is STRICTLY prohibited. Disciplinary action will result and you may lose your login access.
10. No internet use unless ALL of your homework is in.
11. YOU ARE RESPONSIBLE FOR THE COMPUTER WHILE YOU ARE LOGGED IN.

**Evaluation & Grading:** Grades are updated frequently on PowerSchool. Students are encouraged to monitor this for any errors which may occur.

Your Trimester grade will be calculated as follows:

- Daily Work 60%
- Tests and Quizzes 40%

The final grade will consist of the Trimester grade worth 80% and final exam worth 20%. *You may opt to take your final exam even if you are exempt in an attempt to improve your grade. Your final grade will not be used if it lowers your grade.*

All work is graded on a point system and then converted into a percentage grade. Southgate Schools uses the following percentage grading scale:

100	A+	84 – 80	B-	69 – 67	D+
99 – 95	A	79 – 77	C+	66 – 65	D
94 – 90	A-	76 – 75	C	64 – 60	D-
89 – 87	B+	74 – 70	C-	59 and below	
86 – 85	B				

**Course Outline:** Major Topics to be covered:

1. File Management skills
  - a. Moving, copying, deleting files
  - b. Organization of file structure
  
2. Word (word processing)
  - a. Introduction to basic features
  - b. Formatting correspondence, envelopes and labels (templates, email)
  - c. Formatting reports and long documents (sections, columns, breaks)
  - d. Formatting meeting documents and schedules (tables, tabs)
  - e. Formatting sales and marketing documents (images, objects, font effects)
  - f. Integration – integrates Word documents with other application and the Web
  
3. Excel (spreadsheets)
  - a. Introduction to basic features
  - b. Design business forms, customize software, work with templates
  - c. Create accounting records and statements. Work with formulas, functions and formatting
  - d. Work with multiple worksheets, complete analysis of business data and save as a web page
  - e. Prepare financial reports using logical functions, 3-D formulas and print settings
  - f. Create, modify, print and position charts and graphics
  - g. Use Excel feature to integrate worksheets, charts and Internet elements into Word documents

4. Access (database)
  - a. Introduction to basic features
  - b. Create and modify tables, field data types and properties
  - c. Create, use and modify forms, field controls and calculated controls
  - d. Create and edit queries, establish relationships, and enforce referential integrity
  - e. Create, modify, preview and print reports (add controls, calculated fields, modify report sections and properties)
  - f. Import structured data into Access tables, export data from tables and queries and create data access pages using Page Wizard
  
5. PowerPoint
  - a. Introduction to basic features
  - b. Create and enhance informative presentations (layout, templates, graphics)
  - c. Create effective sales presentations and working with slide masters
  - d. Create persuasive presentations (content slides, transitions, animations, web pages)
  - e. Integration—import Word outline as a presentation, export presentation to a Word outline, import charts and tables, set up review cycle, pack and go, and embed fonts)
  
6. Internet
  - a. Accessing eCampus VLE
  - b. Accessing PowerSchool Accessing the World Wide Web
  - c. Copy and print web pages
  - d. Use search engines to find relevant and valid information
  - e. Add and organize favorite folders in browser

**Articulation Agreements:** Henry Ford Community College.