

Woodhaven High School
24787 Van Horn Road
Brownstown, MI 48134
734-783-3333

Course Name: Advanced Software (Business Services and Technology)
Course Number: 1502
Course Length: Two trimesters
School Year: 2009-2010
Instructor: Stacie Okonski

Course Description:

This course is based on the Business Services and Technology curriculum as outlined by the state of Michigan. Students will prepare to take the Microsoft Office User Specialist test (MOUS), a nationally recognized certification. Students will complete written work in addition to daily application assignments and multi-day projects.

Course Objectives:

Students will gain proficiency in the Microsoft Office suite. Half of the twelve Michigan segments will be covered in this first year course. Students will also learn about careers available in business administration and how to prepare for them.. Ethical topics relating to technology and the ability to analyze and interpret information from the Internet will be covered.

Student Competencies:

Competencies covered will be based on the Michigan segments. Students will use Word, Excel, Access, PowerPoint, Publisher, and the Internet.

Required Text:

Glencoe Microsoft Office 2007
Internet Projects

References and Other Resources: Microsoft Office 2007, current events and supplemental materials will also be used on a regular basis. Business Professionals of America activities will supplement the course. Work Keys will be utilized.

Course Advisory Committee:

As of the 2009-2010 school year, WHS will be utilizing the DCTC advisory committee.

Class Assignments:

Students will have daily reinforcement activities that focus on the Michigan segments. Integrated projects will be utilized on a regular basis.

Class Final:

The final exam will be project based and will be 20% of the student's grade.

Class Policies:

All policies outlined in the WHS student handbook are enforced in class. Students have also signed Acceptable use of Technology agreements.

Evaluation and Grading:

Grades are available on Zangle. Students are expected to check their grades routinely as comments will be made and discrepancies needs to be addressed timely. The grading scale utilized is the standard WHS grading scale.

Students are graded on employability skills, homework, tests.

Course Outline:

Trimester A- the focus is on Word and Excel while covering the state of Michigan segments. Trimester B- the focus is on Access and PowerPoint as well as the state of Michigan defined segments.

Articulation Agreements:

Henry Ford Community College