

# MS Office Syllabus, 2011-2012

## Dr. Rod Kirby

### ***"What is this class about? Why do I have to learn this stuff?"***

In this class you will develop proficiency in the four main components of Microsoft Office: Word, Excel, PowerPoint, and Access. These are tools which you will use throughout your high school and college work, and will continue to use to varying degrees in your careers after school.

### ***"What do I need to get/bring for class?"***

For every class you need:

- your textbook: *Microsoft Office 2007* (Glencoe, 2009). Even though we will use MS Office 2010 software in class, the instructions will be essentially similar to MS Office 2007.
- your brain, hopefully functioning at some high percentage of capacity
- (optional) a USB key (thumb drive, etc.), in case you want to take files home for further work. In general, you will save your work on the school network drives.

### ***"What does Dr. Kirby expect of me?"***

- I expect you to listen and participate actively in class. That will include paying attention when instruction is taking place (instead of updating your Facebook page), working on class assignments (instead of watching streaming video of Florida Gators football, which will result in an automatic expulsion), asking questions, and answering questions.
- I expect you to complete all assignments completely and on time. In general, the assignments are projects which are worked on over several days.
- I expect you to use your class time well. Because of the project-based nature of this class, much of your class time will be used for your independent work on the projects. If you make good use of this class time, you should have little or no "homework." However, this requires that you discipline yourself to focus on your assignments and projects in class.
- I expect you to strive for excellence and creativity in your work. Most of the projects/assignments are very open-ended, meaning there is not one "right" way to do them. You should work for excellence in your projects and not be satisfied simply to meet the minimum standards. You should also find ways to use the technology creatively, while still meeting the requirements of the assignment.
- I expect you to develop a greater appreciation for our Lord who created the universe in such a way that our study of technology reveals Him to us.

### ***"How will I be graded?"***

The grades will be averaged as follows:

- 25% - Class participation. You are expected to participate in class, to pay attention, and to work on your assignments rather than goofing off. You get a participation grade at the end of every week. Each day you do not participate appropriately, you will lose up to 20 points on that week's participation grade.
- 60% - Projects. Generally, each lesson will have a project which focuses on the concepts of that lesson. At the end of each unit there is a larger "portfolio project" which consists of several sub-projects. The portfolio projects are weighted at 3 times the weight of other projects.
- 15% - Tests. These will mainly focus on your knowledge of essential vocabulary (example: What is the "Quick Access Toolbar" used for?). However, since the focus of this class is on your ability to *use* MS Office rather than just your knowledge *about* it, these tests play a very minor part in your overall grade.

### **“What will we be learning?”**

You will learn how to use the four main components of Microsoft Office 2007:

1. **Word**, for academic, business, and personal communication
2. **Excel**, for academic, business and personal calculations and finances
3. **Access**, for general database use
4. **PowerPoint**, for presentations

The emphasis in each of these segments will be learning how to use these tools in a primarily academic setting. While the skills you learn will be applicable in other areas (business, pleasure, extortion, etc.), the illustrations and exercises will primarily be focused on using MS Office in a school setting, since that is your life for the next several years.

### **“How will the class be conducted?”**

When you come into class, you need to sit down immediately and do the following:

- Log in to your school account.
- If it is an instructional day, get out your textbook, take your hands off the keyboard and mouse, and be ready to follow class instruction.
- If it is a work day, get to work on your project.
- Projects and assignments are due by the *end* of class on the due date.
- Unless otherwise instructed, all projects and assignments are to be submitted *electronically* in the network class folder (to be assigned).

### **“What do I do when I’m absent?”**

When you are absent for any reason (illness, decapitation, oversleeping, shopping, sports, etc.), it is your duty to take care of your responsibilities as described below. It is not my job to chase you down to turn in missing assignments, to take make-up tests, etc. It’s your job to see me to take care of these things. With the nature of this class, you can easily work on assignments and submit them online from home, from your hospital bed, or from the deck of your cruise ship. If you forget to turn in missing work, and you end up with a low grade, it’s your problem, not mine. That might seem harsh, but it is a fact of life you need to learn to deal with.

All assignments are posted on the class website ([rodkirby.classtell.com](http://rodkirby.classtell.com)), in addition to all PowerPoint demonstrations and other materials. (PowerPoint demonstrations are only posted *after* the class in which they are taught.) If you are absent, you should go to that site and check on your assignments and the class instruction.

Your absence may either be *authorized* or *unauthorized*, as defined in the Parent/Student Handbook, or it may be due to an early dismissal due to school sports or other school activity.

- **Authorized absences.** In order for these policies to apply, I must receive a copy of the “Authorized Absence Form” which has been submitted by your parents.
  - **Projects** – This includes regular projects, but not end-of-unit portfolios. If the assignment was given in class while you were present, the homework is to be turned in at the end of class the first day you return. Otherwise, in accord with school policy, you have as many days to turn it in as you were absent. *Example 1:* You are in class on Monday, and homework is assigned to be due on Tuesday. You are sick Tuesday and can’t come to school. You return to school with an excuse on Wednesday. Your homework from Monday night is due at the end of class on Wednesday. *Example 2:* Same situation, but homework was assigned in class on Tuesday (the day you were absent) which was due on Wednesday. You were absent one day, so you have one day to make up that homework. Your homework from Tuesday night is thus due at the end of class on Thursday (along with any homework which may be assigned in class on Wednesday). **Note:** This may mean you are working on a previous project while instruction is being given on the next lesson. You may need to arrange another time to finish all your work, as mentioned below.

- *Tests* – These are pop tests, so you will need to take them on the date given. If you are absent on that date, or if you missed the instruction the previous day, the teacher may drop the test, at his discretion.
- *Portfolios* – These are at the end of the unit, and are due by the beginning of class on the due date, with no exceptions. You need to work ahead on these so you will be able to turn them in on time, even if other problems come up.
- *Unauthorized absences.* In accord with school policy, you will receive a zero for any work missed due to unauthorized absences. That includes homework, tests, and portfolios. You are still responsible for the content covered during your absence, however.
- *School activity* (school sports, etc.). It is your responsibility to see me **before** you leave -- preferably the day before or at the beginning of the day you leave -- and make arrangements for makeup work. I will generally require that homework be turned in before you leave. I may require that you take a test before you leave, or I may allow you to take it the next day. That is *my* decision, not yours. If you do not make arrangements for these absences ahead of time, I may give you a zero for missed work including tests. Yes, that is an extra responsibility you have. But that is a responsibility you assume by participating in a sport or other school activity -- the responsibility to make sure your work is done properly. As with authorized absences above, it is your responsibility to learn concepts taught while you are out of class; you do not get extended time for tests simply because you missed the review lesson.

***“What about turning in assignments late?”***

This applies to two situations: (1) You have been absent as defined above, your assignment is due as explained above, and you fail to turn it in when you are supposed to; or (2) You have not been absent, but you simply do not turn in your assignment when it is due. In both cases, you will be allowed to turn it in the next day you are in class, but will receive a 25% reduction in the grade. Late work will not be accepted more than one day late, and will be assessed a zero.

***“How do I deal with technology problems?”***

If the technology problem is with the school technology (network is down, printer malfunctions, etc.), adjustments will be made as appropriate. If the problem is on your end (your home printer runs out of ink, etc.), you will still need to meet deadlines. You may need to come in at other times to work.

***“When can I do additional work on my projects outside of class?”***

If you have Microsoft Office 2007 or 2010 on a home computer, you may use a flash drive to save work and do it at home. However, you *must* save your completed work on the school network drive as instructed in class for it to be graded – the teacher does not have access to your flash drive, and will not accept work turned in on a flash drive. If you do not have home access to Office 2007/2010, you may work outside of class at school. The tech lab is open before school (from 7:30-8:00 a.m.), during lunch (as long as you do not eat or drink), and after school (3:20-4:00). If you have a study hall period, the tech lab *may* be available, unless another class is using it.

***“What can I do if I need extra help?”***

There are several options for you to get help if you don't understand the material.

1. Most importantly, ask questions in class when we are discussing the material. If you don't understand or follow what we are doing, ask about it at the time. That is the best time for you to get questions answered. If you ask right at that time, you can generally be specific about what you don't understand. If you wait until later (say, that night when you are trying to do your homework), you may get confused about what you need help on.
2. Our class website is at <http://rodkirby.classtell.com/> This has a copy of the syllabus and a calendar listing each day's assignments along with the Powerpoint presentations from the day (only posted *after* class is over). If you go through the Powerpoint, it will help you review the concepts.
3. If you need help after school or at 3:00 in the morning, when you are trying to finish your homework, you may go to the textbook website (see below) or use one of your lifelines (call a friend – you don't get

a 50-50 or an “ask the audience” lifeline). Please note: the teacher is *not* one of your friends at 3:00 a.m., and the parents of your classmates are probably not going to remain your friends at 3:00 a.m. See below about helping one another.

4. You may see me after school or during a study hall. Please check with me ahead of time to make sure, as I may have other things come up any particular day. You should *not* wait until the day before a test or the due date of a portfolio to get urgent questions answered, since I may not be available to help.

***What resources are available online for the textbook?***

Go to <http://glencoe.mcgraw-hill.com/sites/0078786051>, and click where it says, “Click Here to Enter Student Center.” You will get further instructions in class for using this. When you are asked for an “access code,” enter *DF0D479FC7* (the third character is the numeral zero).

***“How can we (students) help one another?”***

There are some ways you are *not* allowed to help each other. If you do any of these, it will be considered cheating, and will be treated in accord with the Parent/Student Handbook.

1. Copying another student’s homework, whether using the copying machine or copying it by hand.
2. Dividing up homework and sharing your work (“I’ll do the first five questions, you do the next five, etc.”).
3. Doing your work separately, then comparing your work and changing your answers just to match your friend’s answers.
4. Writing definitions on sticks of gum, using the definitions on a test, and then chewing the gum to get rid of the evidence.
5. Using laser pointers to signal answers to one another during a test. While it is not cheating, it is also not a good idea to shine a laser pointer in your friend’s eye to help him with the answers.

There are some acceptable ways to help one another.

1. Pray for one another.
2. Do your homework separately and then compare your work. You might get ideas from each other and can improve your work.
3. Talk to one another about general principles (“how do you establish a proper inner join?”).
4. Quiz one another before a test.
5. When you get a test back, ask a friend how to do a problem you got wrong.