MSO
Microsoft Office

Welcome to Microsoft Office, MSO! Microsoft Office is a group of powerful software applications designed to work together. Students learn advanced instruction on Word (word processing), Excel (spreadsheet), PowerPoint (presentation) and are introduced to Access (data management). Using designs shared by the applications, students can quickly organize professional-looking documents and presentations. College credit is available for juniors and seniors through Missouri Baptist University, but certain criteria must be met.

Course Goals and Objectives:

- Identify, edit, and format word processing documents
- Create columnar documents and tables
- Use mail merge
- Identify, edit, and format spreadsheets
- Create formulas, functions, and charts with data
- Identify, edit, and format database files
- Create tables, queries and reports
- Identify, edit, and format presentations
- Use transitions, animations and looping features
- Understand and create files using integration capabilities

Course Requirements:

- **Supplies**: Folder, pen/pencil, paper, & planner
- **Participation**: You are expected to complete the assigned task in a productive manner during the designated class time.
- **Course Work:** Class assignments vary and may include discussions, video lessons, demonstrations, projects, application assignments, & internet use, etc.. Quizzes and tests will be given periodically.
- **Final Exam**: At the end of the semester, a comprehensive final will be given over all material covered.

Grading Policy:

- Quizzes/Tests/Projects   50%
- Daily Work/Assignments   35%
- Comprehensive Final Exam   15%

College Credit and Articulated Credit

Students who meet specific criteria are eligible to enroll in the EXCEL High School Dual Credit Program through Missouri Baptist University. There are certain criteria that must be met and the cost of tuition is the student's responsibility. Articulated credit is offered through Saint Louis Community College. Information on both of these options will be shared during class and open house.

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Late Policy

All assigned work will be given a due date. Late work will be accepted but only of ½ credit. No late work will be accepted after the conclusion of each unit. No exceptions.

Attendance

If you are absent, it is your responsibility to ask the teacher for make-up work. Make-up work must be turned in within ONE WEEK from the day you return from the absence. It is YOUR RESPONSIBILITY to ask for this work when you return from your absence.

Tardies

Excessive and disruptive tardiness will be dealt with on an individual basis and after school detentions may be a consequence.

Expectations

- Be good to one another
- Make the best of whatever comes your way
- Be where you're supposed to be when you're supposed to be there...be on time

Rules

Please do **not** do the following:
- Use the Internet except to complete assignments
- Use cell phones, this includes texting
- Check e-mail or play computer games

Units

1. Introductory Principles
2. Word—word processing
3. Excel—spreadsheet
4. Access—database
5. PowerPoint—presentation
6. Integration—using two or more software programs together

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