



Course Name: Microsoft Office Specialist Certification Class	
Teacher(s):	Teacher Email(s):
Video Introduction: https://youtu.be/fhpGkJqyf50	
Where to go for extra help: Or use the link below to schedule help: https://sites.google.com/elmhurst205.org/yhsstudentsupports/	
Course Description: Through this course students will develop and enhance their computer literacy skills to gain Microsoft Office Specialist certifications. Microsoft Office software is used by the majority of businesses to capture, create and share information about and within the organization. Programs such as PowerPoint, Word, Excel and Access help organizations manage information and manipulate data in order to achieve their business goals. Students have the opportunity to earn multiple Microsoft Office Specialist certifications for the different office programs listed above. MOS certifications validate a student/employees technology skill set to future employers and can aide a student in securing employment. Unit 1: Microsoft Word Unit 2: Microsoft Excel Unit 3: Microsoft PowerPoint	
Required Materials: Desktop Login LabSim Login Charged Chromebook	
Timeline for Summative Assessments (subject to change): Lesson Post Tests will be given on a bi-weekly basis. (approximately every 4-6 class periods) Pre-Unit - The Ribbon (Week 2) Unit 1 Challenge Labs (Word) Unit 1: Word Exam Unit 2 Challenge Labs (Excel) Unit 2: Excel Exam Unit 3 Challenge Labs (PowerPoint) Unit 3: PowerPoint Exam **Certification exams will be given after each Office software is learned. Students will also be able to take them during Final Exams OR complete a retake during Final Exams.	
Summative Reassessment Procedure: <i>(Timeframe, qualifications, etc.)</i> Minimum/Maximum Waiting Period: A minimum of one week must pass after the assessment is graded before a retake or redo is permitted. For example, if you received feedback on an assignment on Wednesday the 1st, the earliest the assessment retake is available would be Wednesday the 8th. Students will then have a maximum of one week	

following the Minimum Waiting Period (i.e. two weeks total from initial assessment) to complete the reassessment.

Relearning Requirement: Students must engage in relearning activities before attempting a retake or redo.

End-of-Semester Assessments: Any assessments conducted during the last three weeks of the semester are not eligible for retakes or relearning opportunities.

Summative Projects: Summative Projects where feedback is given along the way will not be allowed a retake. These assessments are marked with an ★ above in the *Timeline for Summative Assessments* section.

End of Semester/Year Summative:

End of semester summative project due end of semester

Anticipated Learning Responsibilities Outside of Class

Unless absent or fallen behind in your coursework, all assignments and post tests should be done in class.

Grading Categories:

Formative: 10% (Includes Unit TestOut Quizzes & Skills labs)

Summative: 90% (Includes Challenge labs & Summative Projects or Exams)

Note: Office Certification(s) will be done during class time in the lab after the purchase of a voucher that will give you a certification test access code. (vouchers are provided by Gmetrix, the software company).

[Details about York Procedures can be found here](#)

Grade	Percentage	Course Specific Information:
A	100%-90%	Grading of project and lesson Post Tests and Projects done by teacher. Grading of Certification Tests are done by Gmetrix. (the software provider).
B	89%-80%	
C	79%-70%	
D	69%-60%	
F	59%-50%	
*Grades will be calculated to the nearest whole percent. *No scores will be assigned below 50%. *Instructors will indicate "NE" for assignments that cannot be retaken with a value of 50%.		

We Are D.U.K.E.S. in the **CLASSROOM**

D	<p><i>In the classroom, DUKES are DEPENDABLE by being accountable and responsible for ourselves, one another, and our community. We understand the impact of our behavior and choices on others within our community.</i></p> <ul style="list-style-type: none"> ● We arrive on time for class ● We put away our cell phones during class time ● We honor our commitments to our class ● We check in with our teacher when we have questions ● We listen actively to our classmates & teachers ● We stay on task and encourage others to do so ● We have all the necessary materials for class, including a charged Chromebook
U	<p><i>In the classroom, DUKES are UNIFIED because we look out for one another within our community. We intentionally work to keep our community clean & safe. We celebrate the strength of our diverse community & show up for others. We respect our shared & common spaces as though they are our own & take pride in our shared successes.</i></p> <ul style="list-style-type: none"> ● We address each other by our names & learn about each other as individuals ● We celebrate each other's successes ● We take responsibility for the learning of our classmates ● We cooperate with our peers and our teachers ● We honor each other's perspectives
K	<p><i>In the classroom, DUKES are KIND by intentionally working to support <u>ALL DUKES</u>. We seek to understand the experiences of others, and consider and respect the opinions and emotions of others, even if we do not agree with them. We actively work to spread positivity.</i></p> <ul style="list-style-type: none"> ● We are nice to each other ● We are respectful of teachers and fellow students in the learning environment ● We uplift others in the classroom and create a team environment
E	<p><i>In the classroom, DUKES are ENGAGED by actively participating within our community, working to be present in the now, and taking ownership of our learning.</i></p> <ul style="list-style-type: none"> ● We put our phones away, out of hand's reach ● We ask questions about what we are learning ● We are physically and mentally present in class ● We timely complete ALL learning activities ● We seek feedback from teachers and peers for improvement ● We share ideas and thinking with peers
S	<p><i>In the classroom, DUKES are STRONG because we stand for what is right, no matter what. We stand up for our peers & are open & vulnerable. We embrace the struggle & ask for help. We choose to be upstanders, not bystanders.</i></p> <ul style="list-style-type: none"> ● We participate in class ● We provide positive feedback and accept feedback ● We welcome academic challenges ● We ask questions of our peers and teachers ● We invite peers into academic collaborations ● We respectfully engage with all opinions ● We act with academic integrity ● We support our peers at all times

