

## **Microsoft Office Certification**

Course: Microsoft Office Certification  
Matches up to MCC CAP101

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Materials: SAM Software and MindTap from Cengage  
Microsoft Office 365 Word, PowerPoint, Excel  
Microsoft Access Software

### **Course Description:**

This course provides an overview of key software applications needed in today's business world. Students will learn and master the use of Microsoft Word, PowerPoint, Excel and Access. Utilizing an interactive and engaging software, students will learn to create and work with documents, presentations, spreadsheets and databases. These skills are essential in the world of work and this course will teach students how to effectively design and present in appropriate business applications.

### **Course Outcomes:**

- Create professional documents using standard industry software
- Identify topics through research and use the appropriate application to summarize data accurately
- Analyze, organize and verify quantitative data accurately in appropriate formats
- Organize and share data using collaborative applications
- Design and present information professionally using business applications

### **Instructional Methods:**

This course is designed to prepare students for the real world. To accomplish this, the class begins with overview presentation of the particular software use and then students will work to complete the training, assignments, exams and projects in each section of the course.

### **Sequence of Topics:**

- **Microsoft Word Creating and Editing Documents**
- **Microsoft Word Using Tables in MS Word Microsoft Word Creating Reports and Newsletter**
- **Microsoft Word Using Mail Merge**
- **Microsoft PowerPoint Getting started with PowerPoint**
- **Microsoft PowerPoint Working with Lists and Graphs**
- **Microsoft PowerPoint Enhancing Presentation**
- **Microsoft PowerPoint Finalizing a Presentation**
- **Microsoft Excel Getting Started with Excel**
- **Creating and Updating Complex Spreadsheets (includes creating, updating and entering formulas)**
- **Microsoft Excel PivotCharts and PivotTables**
- **Microsoft Access Getting Started with Access**
- **Microsoft Access Working with Queries**
- **Microsoft Access Working with Forms and Reports**

### **Grading Standards and Weighting:**

Trainings 20%

Assignments 20%

Exams 30%

Projects 25%

Class Participation 5%

All assignments are to be submitted through the SAM software or to the Google Classroom. Assignments are expected on the due date; late work will be accepted but not for full credit.

All Chelmsford High School rules related to attendance, academic honesty and grading are detailed in the student handbook.

### *Attendance*

Massachusetts has a Compulsory Attendance Law. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

### *Academic Integrity*

Academic Integrity is Chelmsford Public Schools' commitment to responsibility, honesty, trust, and respect. Academic Integrity essentially means being responsible for one's own work, it is held in high regard in our schools. Students can take pride in work they have produced from their own efforts; they have worked honestly and fairly.