Advanced Computer Technology
Jamie Coffey

I.   Prerequisite: None
II.   Textbook: Microsoft Office 2010
III.   Course Objective: To master the Microsoft Office Specialist (MOS) standards for Word, Excel, and Power Point and pass the MOS exam to be certified.

IV.   Teacher Info: Students or parents may reach me by email at Jamie.coffey@jackson.kyschools.us , phone 287-7155, or come by my room during planning.

V.   Course Outline
   a. Microsoft Word
        i. Creating and customizing documents
        ii. Formatting content
        iii. Working with visual content
        iv. Reviewing documents
        v. Sharing and securing content
   b. Microsoft Excel
        i. Creating and manipulating data
        ii. Formatting data and content
        iii. Creating and modifying formulas
        iv. Presenting data visually
        v. Collaborating and securing data
   c. Microsoft Power Point
        i. Creating a presentation
        ii. Modifying a presentation
        iii. Inserting objects into a presentation
        iv. Finishing a presentation

VI.   Attendance and tardy procedures are the same as listed in the student handbook.

VII.   Evaluation
   a. All work will be graded on a points system. Any assignment turned in late (except for excused absences) will have points deducted. Attendance is crucial!
      Summative   60%
      Daily   40%
      Final   20%