

Microsoft Office Specialist (MOS) Honors
Mrs. Andrea Shively
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Welcome to Microsoft Office Specialist. The Career and Technical Education department believes that you will find this class very valuable as you master the skills incorporated in the curriculum. Skills learned here will transfer to the working world, the college world, the business world, and to successfully complete Microsoft exams in Word, Excel, and PowerPoint. You will be given the opportunity to practice taking these tests in class.

Class Requirements:

1. **Reminder to students:** This is an honors class your grade is indexed .02 on the grade scale. As well as it builds upon the curriculum you learned in Digital Literacy. The coursework is fast passed.
2. Students should bring a writing utensil, pen or pencil to class every day.
3. Bring one box of tissues OR one bottle of hand sanitizer.
4. A flash drive is recommended.
5. All students will be required to take the final exam-as required by the Boone County Board of Education, unless authorized by school administration.
6. **Attendance is very important!** All assignments are done on the computer and therefore it is important for you to be here every day. Absences will reflect your grade.

Class SWAG:

1. Be accountable by being on time to class.
2. Have work ethic by coming to class prepared.
3. Have work ethic by completing your own work and submit it online. Late work will not be accepted.
4. Give respect to any visitors, fellow students, all school property, and myself.
5. Be safe - Gum, food, and drink are not permitted in computer lab.
6. Be accountable - Computer equipment needs to be treated with the utmost of care.
7. Be accountable - Please READ AND UNDERSTAND your acceptable technology use policy.
8. Be accountable - Cell phones are not permitted in classroom or plugged into computers.

Make-up Procedures:

If a student has an excused absence he/she will be permitted to make up any work missed. The student is responsible for obtaining missed work. Those who need to come in before or after school will need to check with the instructor for a time when you can make up your work. The time allowed for make up work is two days. Make up work will need to be completed at school or by using a flash drive and checking out a textbook. According to school board policy, an unexcused absence (including suspension) requires grades for missed work to be recorded as a zero. Please do not ask for an exception.

Course Components:

The software program used will be Microsoft Office Suite. The course components and approximate time frames include:

Review of Microsoft office suite from Digital Literacy class	2 weeks
Word (Word Processing)	8 weeks

Excel (Spreadsheet)	8 weeks
PowerPoint (Presentations)	8 weeks
Practice Microsoft Exams	3 weeks

Grading Policy:

A point system will be used to determine grades. Each assignment will be given a point value depending upon the length and difficulty.

Tutorials – step by step instruction is participation	10 points
Class work – projects, review	varies
Study Guides and Tests	100 points
Writing Prompts	100 points
Final Exam	10% of final grade

Other Information:

- At the conclusion of each component if you have maintained an 87% average you will be readily prepared to complete the Microsoft Specialist exams; each component is a separate test. There is a \$75 fee for each test, however, the Kentucky Department of Education’s Imagine Academy provides these at no cost to you. Many businesses require certification for employment. Colleges recognize certification and may give credit hours if certification is presented. **To receive credit speak with your college advisor, give them copies of your certificates and continue to advocate for yourself so that you can receive credit for the college’s Digital Literacy or first level course.** Some colleges also require certification in order to enroll in certain courses. If you need to gain access to your certification transcripts after high school, visit www.certiport.com to log into your account.
- By joining and participating in FBLA (Future Business Leaders of America) you can earn extra credit. FBLA promotes co-curricular activities, community service, leadership skills and business skills. You can join for only \$10 and compete in regional, state and national competitions. It is strongly encouraged for each student to join as we will be completing FBLA projects in class.

Please return this sheet to class.

Teacher Statement:

This class is a fun and interesting class to instruct. I feel that each student will learn different projects that enhance skills in many areas. We will be completing many different kinds of projects that will diversify our level of thinking. I hope you enjoy learning as much as I enjoy teaching. Thank you!

Mrs. Shively

To student: Read and sign.

I have read the class requirements, procedures, and rules for this class. By signing this agreement, I understand the expectations of this class. I will strive to meet all guidelines, and I understand the consequences.

Print student name

student signature

To the parent/guardian: Please read the class requirements, procedures and general guidelines for your son or daughter. If you have any questions please contact me during the school year at 859-384-5040 or email me at andrea.shively@boone.kyschools.us.

Print parent name

parent signature

If you would like me to contact you concerning any class details please provide your email address:
