

Microsoft Office Certification

This course covers the following programs:

- MS Access (optional)
- MS Excel (Core is mandatory)
- MS Outlook (optional)
- MS Power Point (mandatory)
- MS Word (Core is mandatory)

Please see individual course outlines for more details on each program.

Students receive a certification issued by Microsoft when completing a selected program.

Course evaluation:

- ♣ Daily Self-Assessment ----- 30%
- ♣ Completion of assigned lessons ----- 30%
- ♣ Completion and Quality of “create” assignments ----- 30%
- ♣ Brain Breaks and Professionalism ----- 10%

I am looking forward to an educational and fun year and encourage you to contact me by email or phone:

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Self-Assessment Criteria:

Wow:

- ❖ You were on task during the entire class.
- ❖ You focused on learning new material.
- ❖ You actively engaged in supporting your peers.
- ❖ You came to class on time and prepared.
- ❖ You demonstrated a positive and productive attitude.

Good Job:

- ❖ You were on task during most of class.
- ❖ You supported your peers when they had questions.
- ❖ You came to class on time and prepared.
- ❖ You demonstrated a positive and productive attitude.

Keep on Trying:

- ❖ You were rarely on task.
- ❖ You were unable or unwilling to respond to your peers.
- ❖ You came to class a little bit late and mainly unprepared.
- ❖ You demonstrated an indifferent attitude.

Need more Effort:

- ❖ You were off task.
- ❖ You were unable or unwilling to respond to your peers.
- ❖ You came to class late and unprepared.
- ❖ You demonstrated an unprofessional attitude.
- ❖ You missed class without being excused!