

Southern Regional High School
Manahawkin, New Jersey
Course Syllabus

Department: Business

Course: Microsoft Office

Marking Period 1

Topics/Units to be covered:

- Classroom Expectations/Grading
- Introduction to Microsoft Office Word
- Editing
- Draw
- Flyers
- Quarterly

Marking Period 2

Topics/Units to be covered:

- Introduction to Hyperstudio
- Newsletters
- Introduction to Desktop Design
- Tables
- Quarterly

Marking Period 3

Topics/Units to be covered:

- Introduction to Basic HTML Code
- Brochures
- Introduction to Adobe Photoshop
- Quarterly

Marking Period 4

Topics/Units to be covered:

- Introduction to Microsoft PowerPoint
- Introduction to Microsoft Excel
- Introduction to Microsoft Access
- Final Exam