

## MANAGEMENT SUPPORT 1A AND 1B SYLLABUS AND PACING GUIDE

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**Course Description:** In Management Support 1A, students will learn how to use a computer, work with windows XP, Word, and PowerPoint. In Word, students will create and edit a word Document, create a research paper, and create a cover letter and a resume.

Students will learn to use Excel 2007 in Management Support 1B along with a research paper on career. In part B, you will learn to use Excel to manage finances, as well as to work with formulas, charts and graphics, and to develop a professional worksheet. You will then learn to work with Excel list, and multiple worksheets and workbooks. You will learn to use Excel's editing and Web tools, and learn to develop an Excel application. You will work with logical functions and integrate Excel with other Windows Programs. You will learn about data tables and scenario management, how to use Solver to help with problems and how to import data into Excel. Finally, you will learn how to enhance Excel by working with Visual Basic for Applications.

### **Text/Materials:**

Text/Microsoft Office 2007: *Introductory Concepts and Techniques. Windows XP Edition (1-4188-4327-x)*

### **Teaching Methods:**

1. *Lectures: Important material from the text and outside sources will be converted in class. Students should plan to take careful notes as not all material can be found in the tests or reaching. Discussion is encouraged as is student-procured outside material relevant to topics being covered.*
2. *Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.*
3. *Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.*
4. *Exam: Chapter tests will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Practice tests will be completed prior to exam day. The final exam will be comprehensive in nature. The instructor reserves the right to retest on material that was not appropriately comprehended. These items will be notes on exam review sheets.*
5. *Participation: Student participation will be graded by at the level of class participation, workplace ethics, and employability.*