



Digital Workplace Applications Syllabus

Course Details

Course Code: 502000CW

Subject: CTE

Required Prerequisites: None

Suggested Prerequisites: None

Recommended Grade Levels: 9-12

Duration: Semester

Course Availability: A listing of when this course is offered in the current school year can be found on the [VirtualSC Current Course Offerings page \(opens in a new window\)](#).

Class Times: This course has scheduled instructional meetings. Information on scheduled meetings for each course is communicated by the teacher. Recordings of these meetings will be available for students unable to attend. Students should expect to spend 7-9 hours a week working on this course independently, in addition to any live meetings, and are expected to meet the deadlines posted in the course pacing guide.

Textbook: All course materials are included in the course, and no outside textbook is required.

Required Course Materials: To complete this course, students will need to have access to a laptop or desktop computer with the desktop applications for Word, Excel and PowerPoint from Microsoft 365. Chromebooks are unable to run Windows Desktop Applications. If students use a Chromebook, they will need access to another machine to complete this course.

Outside Websites: A list of links to websites and online textbooks used in this course can be found here: [VirtualSC Course Links Document Folder \(opens in a new window\)](#). Students will need to be able to access all these links to view all course materials.

Final Exam: Students in this course take a VirtualSC final exam. Details on scheduling and taking final exams can be found on the [Final Exam Page \(opens in a new window\)](#) of the VirtualSC webpage.

Course Description

We live in a society driven by technology. It is important to know how to use the technology surrounding us to make our personal and work lives easier. In Digital Workplace Applications, you will learn how to use the features and tools for Microsoft Office 365 including Word, Excel, PowerPoint, and Microsoft Teams. You will apply what you learn to problem-based activities and projects. You will build critical thinking skills and practice ethical and appropriate behavior for the responsible use of technology. After you complete the course, you will be prepared to earn Microsoft Office Specialist (MOS) Associate (Microsoft365 Apps) certification

The curriculum used in this course is guided by the [SC College and Career Ready Standards](#)(opens in a new window).

Scope and Sequence

- Course Overview & Introduction
- Unit 1: Introduction to Office365
- Course Project 1
- Unit 2: Microsoft Word: Managing Docs and Adding Text
- Unit 3: Microsoft Word: Tables and References
- Course Project 2
- Unit 4: Communication and Collaboration using Microsoft Teams
- Unit 5: Microsoft Excel
- Course Project 3
- Unit 6: Microsoft PowerPoint Slides
- Unit 7: Microsoft PowerPoint Presentations
- Course Project 4
- Final Exam

Students will be sent a full list of assignments and their due dates at the beginning of the course.

Current pacing guides for this course can be found on the [Current Course Offerings page \(opens in a new window\)](#) on the VirtualSC website.

Course Grades

The final grade in this course results from the following:

- Coursework: 80%
- Final Project: 15%
- Final Exam: 5%

VirtualSC Details

Information on VirtualSC student guidelines, policies and technology requirements can be found in the [VirtualSC Student Support Portal \(opens in a new window\)](#).