

MICROSOFT WORD AND POWERPOINT

Course Syllabus

2016-2017

Course Name: Microsoft Word and PowerPoint

Course Length: Semester

Class Period: 2nd & 3rd Blocks

School Phone Number: (910) 488-8415

Teacher: Ms. Dorsey

Room Number: 418

Email Address: velindadorsey@ccs.k12.nc.us

Welcome to Microsoft Word and PowerPoint. This course is rigorous and relevant, based on state and national content standards, and engages technology to teach today's generation of students. Related business and industry partners have endorsed this course as one that helps to prepare students for high-skill, high-wage, and/or high-demand occupational opportunities.

I look forward to working with you throughout this course. If you ever have any questions or concerns, please feel free to contact me.

I. COURSE DESCRIPTION

Students will benefit from the world-class Microsoft curriculum and software tools to tackle real-world challenges in the classroom environment. In the first part, students will learn to use the newest version of Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them. In the second part, students will learn to use the newest version of Microsoft PowerPoint interface, commands, and features to create, enhance, customize, and deliver presentations. Work-based, cooperative education, and digital learning strategies are integrated into this course to help maximize students' communication, collaborative, creativity, and critical thinking skills.

Prerequisite: **None**

APPLICATIONS SOFTWARE

- 1.0 Understand word processing software application skills using Microsoft Word.
- 2.0 Understand presentation software application skills using Microsoft PowerPoint.

II. COMPUTER LAB RULES & PROCEDURES

- A. Attend class daily
- B. Be prepared to learn
- C. Stay on task
- D. Complete all assignments
- E. Positive and Respectful Attitude

III. INTERNET USE POLICY

Career and Technical Education curricula and 21st Century Skills require students to use many technologies, including the Internet. All students must sign the school Internet policy prior to beginning any class that uses such technologies. Students who violate the school's Internet policy WILL be held accountable for his/her actions and face appropriate consequences deemed necessary by the school in accordance with the school's policies.

IV. Computer Rules:

Students should not engage in any of the following activities: games (solitaire, Free cell, etc.), U-tube, Facebook, chat rooms, instant messaging, personal e-mail, etc. Students are not allowed to access the Internet without my permission. You may only access the Internet when given permission to complete an authorized assignment. ***If you are caught engaging in any of the above activities without permission, you will receive a ZERO for that day's assignments and you will be written up for inappropriate activity after the first warning.***

V. COURSE EVALUATION CRITERIA

Grading Scale

Classwork/Home Work	40%
Quizzes	30%
Test/Projects	30%

Grading Schedule

A	90-100
B	80-89
C	70-79
D	60-69
F	59

***The post assessment at the end of semester counts 20% of your final grade.**

VI. CLASS ATTENDANCE POLICY

- A. I am committed to the principle that regular and punctual class attendance is essential for students' optimum scholastic achievements. Students are required to attend class regularly.
- B. Regardless of the reason for absence (code 1 or 2) students are expected to make up work within five days upon returning to school. It is the student's responsibility to look at my Edmodo site for any missed assignments when absent from class.

VII. Make-Up Work

- Please follow rule in school handbook for making up work.
- **MISSED ASSIGNMENTS ARE YOUR RESPONSIBILITY – NOT THE TEACHER’S. I WILL NOT COME AND FIND YOU. (YOU CAN COME AND ASK ME OR LOOK ON EDMODO)**

VIII. Tests

- Scheduled several days in advance (**USUALLY EVERY FRIDAY**)
- Absent the day before a test **does not** excuse you from taking the test as originally scheduled
- Absent on test day – 3 school days to make up the test
- If you are making up a test you will need to make arrangements with me, they will not be made up during class time.

IX. Restroom Privileges

Students are to use the restroom before arriving to class and are to be seated before the tardy bell rings. It is understandable that at times emergencies arise but do not ask me during instructional time. You will need to sign out and have your planner. It is your responsibility to keep up with your planner for bathroom or water privilege. If you do not have your planner, DO NOT ASK. Each student will be given only **ten** bathroom passes for the entire semester. In addition, it is school policy that there will be no restroom privileges during the **first** and **last** 10 minutes of class.

X. MATERIALS

Student will need to bring all required material **every day** (3-ring binder, pen or pencil, flash drive, and paper). If possible, I would like the binder to be dedicated to this class **only**.

XI. TUTORING

Tutoring will be offered on Tuesdays and Thursdays from 3:45 to 4:30 p.m. Students **must** be picked up by 4:30 p.m.

Thank you,

Velinda Dorsey

High School Business Teacher