Classroom Teacher: Mrs. Stacie Jarrett

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Course Description
Students in Microsoft IT Academies benefit from 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. English language arts are reinforced. Work-based learning strategies appropriate for this course include cooperative education, internship, service learning, and job shadowing. Apprenticeship is not available for this course. Future Business Leaders of America (FBLA) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences. Content in this course aligns with the following industry credential: the Microsoft Office Specialist (MOS) in Word and/or PowerPoint, https://www.microsoft.com/en-us/learning/mos-certification.aspx.

Prerequisites
Keyboarding Skill-defined as a *minimum of 35 words per minute with errors corrected*; format from rough draft copy of an announcement, memorandum, personal business letter, and unbound report; and exhibit proper keyboarding techniques.

Classroom Materials
- 2-inch binder for course handouts (can include other courses)
- blue or black pen ONLY – ***Work completed with other colors not accepted***
- pencils
- flash drive (at least 1GB) - (student can save files on ***GCS OneDrive*** or other cloud option)
- (***Wish List Items***: hand sanitizer and Kleenex for classroom is greatly appreciated!)

Grading
Daily Work/Homework:	45%
Tests/Projects	20%
EOC	20%
Quizzes	15%

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F.............................0-59

ES # Ind # 2016	Unit Titles/Essential Standards and Indicator Statements (The student will be able to:)	Course Weight
	Total Course Weight	100%
1.00	Understand word processing software application skills using Microsoft Word 2016.	30%
1.01	Understanding Word	
1.02	Basic Editing	
1.03	Character Formatting	
1.04	Paragraph Formatting	
1.05	Managing Text Flow	
1.06	Creating Tables	
1.07	Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes	
1.08	Using Illustrations and Graphics	
1.09	Formatting a Research Paper	
2.00	Understand advanced word processing skills using Microsoft Word 2016.	20%
2.01	Managing Document Changes	
2.02	Advanced Editing and Formatting	
2.03	Protecting and Sharing Documents	
2.04	Customizing Documents	
2.05	Using Macros, QuickParts, and Content Links	
2.06	Using Fields, Forms and Indexes	
2.07	Performing Mail Merges	
3.00	Understand presentation software application skills using Microsoft PowerPoint 2016.	50%
3.01	PowerPoint Essentials	
3.02	Presentation Basics	
3.03	Working with Text	
3.04	Designing a Presentation	
3.05	Adding Tables to Slides	
3.06	Using Charts in a Presentation	
3.07	Creating SmartArt Graphics	
3.08	Adding a Graphics to a Presentation	
3.09	Using Animation and Multimedia	
3.10	Securing and Sharing a Presentation	
3.11	Delivering a Presentation	

Submission of Assignments/Testing

Assignments are to be completed *DAILY* and saved under the *student's user name* unless directed otherwise by the instructor. Instructions will be provided on where and how to save assignments. Tests and quizzes will primarily be *online* as well as Internet-based activities such as quia.com), Journaling Essential Questions, True-False / Multiple-Choice, Lesson and Unit Summary Boards. Students are encouraged to use documented testing modifications throughout the semester. Failure to do so eliminates the opportunity to use them during End of Year EOC/CTE Final Exam. **NOTE: *Students cannot exempt CTE Final Exams under any circumstance.***

Assignments are due on the due date. The maximum grade is deducted by a letter grade for each day an assignment is submitted after the due date. Please get in the habit of turning assignments in on time. **NO LATE WORK WILL BE ACCEPTED BEYOND 3 SCHOOL DAYS.** I will not grade assignments more than a week past due.

Attend class regularly and make up any work missed while you were absent. MAKE-UP WORK IS YOUR RESPONSIBILITY. Any work missed should be made up within three (3) class periods following the absence. Check the appropriate lesson folder online. Unexcused absences equal no make-up work.

Dishonesty

Cheating will not be tolerated. This includes work both in and out of the classroom. If a student is caught allowing another student to copy or turn in his or her work, BOTH students will receive 0 (zero) credit for the assignment. You learn by doing your own work!

Interim Reports

Interim Reports will be issued every three to four (3-4) weeks or as instructed by the principal. In addition, parents will be notified periodically if your child is in danger of failing this course.

After School Tutorials

I am available for tutorials mornings from 8:00 - 8:45 am and on Thursday afternoons from 4:00 pm - 5:00 pm. Students not in my room by 4:00 pm for tutorial will not be allowed to stay or receive a bus pass from me. Bus transportation may be available for students staying for after school tutorials. Check with front office for updates.

Student Expectations

1. Be ready for class (in your seat) when the bell rings with all necessary materials. Students will be logged as Tardy when arriving late to class and be subject to further disciplinary actions (referral to In School Suspension- ISS) if the pattern continues.

2. Go to the restroom or get water etc. between classes. Students who abuse bathroom privileges will lose them.

3. **Put cell phones and other mobile devices away BEFORE entering class. There will be no warning! I will collect devices on the first occurrence and future occurrences will result in referral to administration.**

4. **Music** and use of **Social Media** (Twitter, Instagram, Facebook, Snapchat, etc.,) is not allowed in class.

5. Abide by Guilford County Public School System bylaws outlined in the Student Handbook.

6. Comply fully with the Guilford County Internet Policy. All discipline procedures will be mandated by the Guilford County Board of Education.

7. Respect yourself and others. HAVE A POSITIVE ATTITUDE!

8. Food and drink (with periodic exceptions) are not allowed in class. Water (with a lid) is fine.

NOTE: This Microsoft Word 2016 curriculum supports students in preparing for MOS exam **77-725: Microsoft Word 2016**. The Microsoft PowerPoint 2016 curriculum supports students in preparing for MOS exam **77-729: Microsoft PowerPoint** 2016. Both certification exams are a requirement for the course and count as two (2) test grades each.

This curriculum is also designed to support selected Common Career Technical Core standards for Career Technical Education and Common Core State Standards. The Common Career Technical Core Standards related to this course are (but are not limited to) *Information Technology Career Cluster (IT)* and *Information Web & Digital Communications Career Pathway IT*. For further information, please contact Mr. Haywood Stukes, Career Development Coordinator (CDC) for Southeast Guilford High School.

> **Sign and Return only this page to**
>
> **Classroom Teacher**

Student Policies for Using the Internet

A. Students should not access the Internet during class time unless an assignment specifically calls for Internet use or the instructor gives permission for access.

B. Certain material available on the Internet is inherently inappropriate for student use. Examples include: material that is of a sexually explicit nature or that advocates violence against women, minorities, ethnic groups, religions, government, etc.; humor of an offensive or sexually explicit nature; pirated commercial software; pinup pictures such as images from the Sports Illustrated Swimsuit Issue, etc. Students must avoid accessing inappropriate material. Students who access inappropriate material will lose the right to have Internet access and may be withdrawn from class.

C. Students *may not alter or change any of the settings on computers*. This includes the screensaver.

D. **Applications and files should not be downloaded** on computers or servers unless the instructor instructs students to download material. Files downloaded for other classes should not be accessed during this class period.

E. Students may not use classroom computers to join mailing lists.

F. Students may not use personal email or send messages during class time unless instructed by the instructor. Students may not send obscene, threatening, or "flaming" messages to anyone at any time ("flaming" is defined as sending a message to a mailing list with the intention of invoking an inflammatory response from the readership of the list).

G. Students may not access files belonging to other students unless instructed to by the instructor.

Penalty: 1st Violation: The student will not have further access to the Internet.

2nd Violation: The student will be temporarily removed from the class.

3rd Violation: The student will be disciplined and dropped from class.

I, _____, have read this policy and agree to abide by the terms.

Student Signature: _____   **Date _____**

I, _____, have reviewed syllabus and Internet policy and am aware my child is accessing the Internet. My child and I have discussed the consequences of inappropriate use of the Internet.

Parent Signature: _____   **Date _____**