

# MICROSOFT WORD & POWERPOINT HONORS

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Vernon Malone College & Career Academy, Room# 1680

## Course Description

In this course, 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. Students will also learn to use the newest version of the Microsoft PowerPoint interface, commands, and features to create, enhance, customize, and deliver presentations. This course can help prepare students for Certification as a Microsoft Office Specialist (MOS) in Word and PowerPoint.

## Course Overview

***Throughout this course, we will address the following standards:***

1.00	Understand basic and intermediate word processing software skills.
1.01	Managing documents and options.
1.02	Managing edits and document layouts.
1.03	Working with objects.
1.04	Inserting and managing tables and lists.
1.05	Managing references and finalizing documents.
2.00	Understand advanced word processing software skills.
2.01	Updating Word settings.
2.02	Modifying and creating document styles and templates.
2.03	Creating reusable content and custom design elements.
2.04	Creating reference tables and restricting editing.
2.05	Managing document content.
2.06	Creating and managing macros.
2.07	Managing customer lists and creating mailings.
3.00	Understand basic and intermediate presentation software skills.
3.01	Introducing the PowerPoint fundamentals.
3.02	Managing content on slides.
3.03	Adding visuals to presentations.
3.04	Working with advanced visuals.
3.05	Organizing and printing presentations.
3.06	Configuring slideshows.
3.07	Managing slide masters and presentation settings.

## Instruction

Instruction will focus on hands-on activities as well as lectures, group discussion, use of technology, and other methods. Students will have the opportunity to work both individually and as part of a small group to complete assignments. Teacher feedback on assignments is often given in Canvas.

## Communication

My goal is to partner with my students to best self-advocate in and out of the classroom. Students may email me at any time from their student email account to ask questions, set up a time before or after school to meet or inform me of issues they may be having. I also welcome all parent communication via email and Remind. I will be available after school on Wednesdays from 2:30 p.m. until 3:30 p.m. Students may also receive assistance during my planning period. Please make arrangements with me at least 24 hours in advance if assistance is needed during after-school hours.

## Course Assessment

Various assessment tools including reflections, guided hands-on activities, independent and group projects, and quizzes will be utilized to assess student knowledge. Students who perform poorly on assessments will be given another opportunity to take it.

## Supplies Needed

Students will need a notebook for notes, a writing utensil, a flash drive (2GB), and an inexpensive pair of headphones/earbuds for class each day. Most assignments will be completed and submitted in Canvas.

## Grading Scale

Most assignments will be completed in class. Only completed assignments turned in on time can receive full credit. Grading Scale: A (100-90); B (89-80); C (79-70); D (69-60); F (59 or less)

<b>First Quarter</b>			<b>50%</b>
	Major Assessments	50%	
	Minor Assessments	35%	
	Classwork	15%	
<b>Second Quarter</b>			<b>50%</b>
	Major Assessments	50%	
	Minor Assessments	35%	
	Classwork	15%	

## Acceptable Use Policy

### Your Privileges

As a VMCCA Student, you have privileges to use the World Wide Web (www), BYOD, and VMCCA networked resources. This technology is provided to further your educational goals and objectives.

### Your Responsibilities

You are expected to abide by the provision of this Acceptable Use Policy (AUP), WCPSS Board of Education policies, 6446 Student Acceptable Use of Electronic Resources and North Carolina and federal laws. Prohibited uses fall into the following broad categories:

- Disruptive use
- Unauthorized use
- Illegal use
- Political or commercial use
- Inappropriate use

If you are in violation, you will lose your computer privileges for a period based on the severity of the violation. If you violate Board policies or state or federal laws, you will face additional and more serious consequences in accordance with those policies and laws. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year. AUP violations may carry serious academic consequences.

### Computer Lab Policies

1. Students will use specified log-in when using computers and will log off before leaving class.
2. Students must follow specific instructions when using the Internet and for BYOD.
3. Students may not play computer games or watch streaming videos during class without explicit permission.
4. Students may not change their computer background or disconnect from LanSchool.
5. Students must clean their area and push in their chairs before leaving class.

***These policies are designed to create an environment that is conducive to learning. Behavior that is rude or disruptive, denies others of the right to an education.***