



Terry Sanford High School
Course Syllabus
Microsoft
Word/PowerPoint/Publisher



Instructor: Mrs. Mandy (Bonnie) McMillan
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Classroom: 5

Course Description:

In the first part of this class, 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. In the last part, students will learn to use the basic features of the newest version of Publisher to create, customize, and publish a publication. 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.

Expectations:

In order to get the most out of this class it is essential that you attend class regularly, come to class on time, come to class prepared and come to class ready to learn. It is also expected that each student is involved in all lectures, activities and assignments. Above all, I expect respect. Respect for the classroom, your peers, your instructor and above all, yourself.

Other expectations:

- No food, beverages or gum will be allowed in the computer labs. If these items are brought into class they will be thrown out. Water is allowed but must be kept on the window ledge. Fluids are NOT allowed near the computers.
- Sleeping in class is not tolerated.
- Every student is to sit in their assigned seat.
- The printer is to be used only for assignments for this class and only when you have prior instruction to print.
- **The use of personal electronic devices is not acceptable.** This includes, but is not limited to, cell phones, pagers and MP3 players. If these items are taken out to view or use during class it will be collected and submitted to the front office.
- **Personal headphones are not allowed.**
- **You may NOT charge your cell phone or any other personal devices with a computer.**
- When you enter the classroom it is time to work. Log in when you arrive to class. Do not wait for the bell to ring to begin your assignments.
- Class is over when the bell rings, not prior to the bell. It is unacceptable to pack up or log off the computer before being told. In addition, packing up or logging off during or after announcements or the senior bell is unacceptable.
- If you feel it is necessary to get out of your seat, for any reason, you need to raise your hand to attain permission.
- Being tardy to class will result in detention and a phone call home. Being tardy four times will lead to a referral to the front office.
- Book bags, large purses or gym bags are NOT allowed.
- Bathroom/locker/out of the classroom is only when given permission.
- You are also expected to abide by all rules and guidelines as described in the Terry Sanford Code of Conduct.

If expectations are not met, disciplinary actions will be taken.

Computer Rules:

Students should not engage in any of the following activities: games (Primary games, solitaire, Free cell, etc.), MySpace, Facebook, chat rooms, instant messaging, personal email, YouTube etc. Students are **not allowed to access the Internet without 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. If necessary, you will be written up for any inappropriate activity.

Restroom/Water/Locker Privileges:

Students are to use the restroom facilities before arriving to class and be seated before the tardy bell rings. It is understandable that at times you may have to use the restroom or go to your locker. You may not ask to use the restroom while the teacher is lecturing, during a quiz or test or anytime that your absence will affect your learning.

Required Materials Needed:

- 2" 3-ring binder
- Notebook paper for binder
- Writing utensils
- page dividers
- 4GB thumb drive
- 4-pack of assorted color highlighters

Wish List for classroom:

- Kleenex tissues
- Clorox Wipes
- hand sanitizer
- pencils
- paper towels

Course Evaluation Criteria:

Tests:	40%
Quizzes:	20%
Classwork:	30%
Participation/Notebook:	10%
Total	100%

Tests and Quizzes will be announced in advance with proper study materials being provided in class. It is necessary that all students are present and prepared to take their tests and quizzes. If you are absent with a **LAWFUL** excuse **YOU**, the student must meet with me to determine a time to make up your test or quiz within **three** days of your return to school. Prior to the test date each student will be given a study guide to prepare for the test.

Classwork is assigned to develop skills learned in the classroom. Classwork will not be difficult if you turn in your assignments, attend class regularly and stay organized. If you are absent, **it is YOUR responsibility** to check with the teacher for missed assignments.

If you are absent it is your responsibility to make up any work that is missed. Only approved absences will be accepted. An unexcused absence will not allow for graded make up work. All make up work must be completed within 3 days of your return to school or your grade will be recorded as a ZERO!

I am available to help or assist you, outside of class, by appointment. Tutoring is available upon request and will be scheduled by individual need. I look forward to working with you this semester and throughout your time here at Terry Sanford.