



Terry Sanford High School
Course Syllabus
Microsoft Word & PowerPoint



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Classroom: 5

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, <http://www.microsoft.com/learning/en/us/certification/mos.aspx>.

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:

- CELL PHONES ARE NOT ALLOWED IN MY CLASSROOM.
- 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 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.
- **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.
- Bathroom/locker/out of the classroom is only when given permission. You must have a school issued agenda to leave the classroom.
- You are 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.

Students will be given a daily classroom grade. Failure to follow classroom rules will result in points being taken off of your daily grade. Cellular phones will be a deduction of ten (10) points for EVERY infraction. Teacher can and will confiscate cellular phones or other distractions if they are not put away.

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.

Materials Suggested:

- 2" 3-ring binder
- Notebook paper for binder
- Writing utensils
- page dividers
- 2GB 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:	30%
Classwork/Participation:	30%
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 **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.