

# Software APPLICATIONS WORD & POWERPOINT

## 2008 - 2009 Course Syllabus

### General Information

- Teacher:** Mr. Wills  
swills@randomlake.k12.wi.us  
Business Education Room 122
- Prerequisite:** Positive attitude and willingness to learn!
- Grade Level:** Freshman, Sophomores, Juniors, and Seniors
- Duration:** One Semester; 1/2 credit

### Textbooks and Materials Used

- Microsoft Office 2007: Office 2007 Introductory
- Microsoft Office Suite 2007
- Internet Explorer
- SAM (Skills Assessment Manager) Software

### Wisconsin Model Academic Standards

- Apply computer technology concepts and knowledge of computer software. (Standard B.12.9, B.12.17, B.12.11)
- Demonstrate problem solving skills and logical thinking skills. (Standard J.12.7, J.12.8, J.12.3)
- Use advanced formatting. (B.12.2, B.12.3)
- Manipulate documents. (B.12.2, B.12.3)
- Edit Workgroups. (B.12.2, B.12.3)
- Use charts. (B.12.3, B.12.12)
- Apply borders and shading. (B.12.2, B.12.3)
- Insert graphics and special characters. (B.12.2, B.12.3)
- Create and modify a presentation. (B.12.14)
- A.12.3 Write formal and informal reports supported by appropriate graphic aids (see LAB.12.1, B.12.3, E.12.1)
- A.BS.12 Prepare and deliver a presentation for a specific business purpose
- B.12.2 Identify and use communication software
- B.12.13 Use desktop publishing software to create documents (see LA E.8.3)
- B.12.4 Import text and graphics from other software programs
- B.BS.8 Use multimedia software to design, create, and produce a variety of presentations
- (see LA E.8.3)
- K.12.1 Assess and analyze personal talents and interests as they relate to career decisions

## Course Outline

### Microsoft Word®

- Word Basics
- Basic Editing
- Helpful Word Features
- Formatting Text
- Formatting Paragraphs & Documents
- Working with Graphics
- Working with Documents
- Increasing Efficiency Using Word

### Microsoft PowerPoint®

- PowerPoint® Basics
- Creating & Enhancing Presentations
- Working with Visual Elements
- Expanding on Basics

## Quarter Grade

Daily Work .....	45%
SAM Tests and Quizzes .....	30%
Unit Applications and Projects .....	15%
Responsibility* .....	10%

## Final Exam

Final exam will count towards 20 percent of your semester grade.

## Grading Scale

Grade	Percents
A	100 – 92
A-	90 – 91
B+	88 – 89
B	82 – 87
B-	80 – 81
C+	78 – 79
C	72 – 77
C-	70 – 71
D+	68 – 69
D	62 – 67
D-	60 – 61
F	59.9 - 0

## Homework

Late Assignments will be accepted within the quarter assigned. A deduction of five responsibility points will be given for every class day late.

## **Responsibility**

Each student receives 100 responsibility points at the beginning of each quarter. A 5-point deduction will be made for each occurrence of the following:

- Arriving tardy to class
- Using a hall pass
- Failing to treat others with respect
- Non-authorized computer use
- Not staying on task

## **Classroom Rules and Expectations**

- Students requiring special needs need to contact the teacher to make modifications.
- Academic Honesty is required. Students caught cheating will result in a Zero for the first offense for all individuals involved. The Second offense will result in Zero for the Chapter/unit. Third offense will result in class removal with an F.
- Using the computers without consent of the teacher is prohibited.
- Liquids (including drinking water) are not allowed in the computer lab. Violations will result in loss of five responsibility points.
- Food of any kind is not allowed in room 117 or the computer lab. Violations will result in loss of five responsibility points.
- Late assignments/activities/projects will result in a loss of 5 responsibility points for each day late.
- Use of cell phones or having a visible cell phone will result in 5 responsibility points each time seen.
- MP3 players/IPODS may be used in class upon asking for permission. Failure will result in 5 responsibility points.
- Doing other homework or not staying on class may result in loss of responsibility points and/or removal from class.