*Welcome to the Microsoft IT Academy!*

*Microsoft Word and PowerPoint - Honors*

# Instructor: Jo Lafond Classroom: 356

Phone: 514-6400 e-mail: jo.lafond@cravenk12.org

**Materials Required:**

* One 3-ring notebook with dividers
* Pen or pencil
* Box of Kleenex or bottle of hand sanitizer
* Flash Drive

**Grading:**

Per county policy, the final exam is 25% of the grade.

# Nine weeks grades consist of:

# Classwork 50%

Quizzes and Tests 40%

Work Habits/Professionalism 10%

**Course Objectives:**

* Apply information gathering skills using Microsoft OneNote.
* Apply word processing software application skills using Microsoft Word.
* Apply presentation software application skills using Microsoft PowerPoint.
* Apply desktop publishing application skills using Microsoft Publisher.
* Apply advanced word processing skills using Microsoft Word.

*As an honors course, this class covers the material in greater complexity and acceleration. It will be more demanding and have requirements beyond those of standard Career-Technical courses. Students will be challenged with an emphasis on problem solving and critical analysis. Students will be required to demonstrate their learning through performances, presentations, demonstrations, applications, processes and products. See our Moodle page at:* [*http://moodle.craven.k12.nc.us/nbhsmoodle/course/view.php?id=269*](http://moodle.craven.k12.nc.us/nbhsmoodle/course/view.php?id=269%20)

**Honors Requirements:**

* OneNote digital portfolio that showcases student’s work throughout the semester and includes student reflections
* Honors project involving collaboration with a business, not-for-profit organization or career technical student organization (FBLA, DECA, etc.) to analyze client needs and create an authentic brochure, presentation or other product using advanced skills learned in the course
* Students are expected to achieve Microsoft Office Specialist certification in Word and PowerPoint and **Microsoft Office Expert certification in Word.**

**Student Conduct:**

You must earn your work habits and professionalism grade by being on time, having all necessary materials, staying on task, being resourceful, and following school and class rules. Reductions to your work habits and professionalism grade are in addition to any necessary disciplinary action.

**Tardies:**

1st and 2nd Offense: Warning

3rd and subsequent: Discipline Referral resulting in one day after school detention

**Absences:**

Students who are absent for any reason are responsible for all make up work. Absent students have five days to turn in make-up work. If you have questions about make-up work, please ask. “I wasn’t here” is NEVER a valid excuse for missing work, notes, or handouts.  *Students who are absent more than 10 days will lose credit for the course.*

*Class Expectations*

* Be on Time
* Be on Task
* Be Polite
* Be Professional
* Clean up after yourself