*Welcome to the Microsoft IT Academy!*

*Word and PowerPoint*

# Instructor: Jo Lafond Classroom: 356

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**Materials Required:**

* One 3-ring notebook with dividers
* Pen or pencil
* Box of Kleenex
* 1 Ream (500 sheets) of printer paper
* 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:**

* Understand information gathering skills using Microsoft OneNote
* Understand word processing software application skills using Microsoft Word 2013
* Understand presentation software application skills using Microsoft PowerPoint 2013
* Understand desktop publishing application skills using Microsoft Publisher 2013

*Students are expected to achieve Microsoft Office Specialist certification in Word and PowerPoint.*

**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. See the Work Habits grading rubric on our class Moodle page.

**BYOD:** Because this course is taught in a computer lab, you will not need your own personal device. All personal devices should be turned off and put away. If you use your personal device in class, it will be confiscated for 10 days.

**Tardy Policy:**

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

*Thank you! I’m looking forward to a great semester!*