



Course Syllabus 2023-2024

COURSE TITLE: Microsoft Office Suite 101
COURSE NUMBER: 9999999
CREDIT: 1.0

TEACHER INFORMATION

Name: Mr. Adrian Alvarez

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COURSE DESCRIPTION:

This course will introduce the student to Microsoft Windows and Office Suite. Students will learn word processing utilizing Microsoft Word and presentations software utilizing Microsoft PowerPoint. Topics covered in Microsoft Word will include text enhancements, styles, tables, text boxes, graphics and research paper formatting, MLA and APA citations/bibliography. Students will be able to apply Microsoft PowerPoint to design, create, and execute an artistic and professional presentation which includes appropriate text formatting, graphics, animation, and public speaking skills.

COURSE GOALS/OBJECTIVES:

By the end of this course, students will have learned to:

- Properly create a Microsoft Word document and a PowerPoint presentation.
- Show ability to properly utilize the various tools within each program, respectively
- Showcase abilities to present a creative and eye-catching presentation through the tools learned in this course.

Quarter 1:

Introduction to Microsoft Word

Format

Inserting Headers, Footer, page numbers, graphics

Creating Citations

Creating Labels

Creating Word Art

Quarter 2:

Introduction to Microsoft PowerPoint

Creating slides

Use of themes and animations; conversion to movie

Enhancing presentations

Creating links within the slide

Quarter 3:

Introduction to Microsoft Excel
Understanding the use of cells and columns
Placement of Rows and Titles
Creating Charts and Worksheets
Entering Formulas

Quarter 4:

Students will create Microsoft Office presentations and reports. These will be presented to the class.

HOMEWORK/ CLASS ASSIGNMENTS

- Homework is an essential part of the school program. Teachers assign homework to provide extra practice and to encourage further learning thereby reinforcing academic progress. It is recommended that all students keep a **"HOMEWORK ASSIGNMENT JOURNAL."** Students ARE Allowed to make-up missing assignments and Exams with an excused absence. Make-Up assignments must be turned in by the date assigned by the teacher. Late assignments will not be accepted and the student will receive a "0".

ACADEMIC INTEGRITY

- If administration finds that a student is caught cheating, plagiarizing, and/or misrepresenting work, a "0" will be issued for the work in question. Such student will be placed on a probationary contract which states that the student will be expelled if a second offense arises.

GRADING POLICY:

- Tests, quizzes, student participation, classwork, homework, reports and assignments will all be applied to the student's final grade for the quarter. Students will receive a minimum of nine (9) grades per quarter/marking period. Tests are announced in advance and posted on the portal. Study guides are provided for each test and reviewed in class as well as posted on the portal.
- **WEIGHT:** Tests: 2 Grades; Quizzes: 1 Grade; Participation: 1 Grade per quarter; Classwork: 1 Weekly Average Grade; Homework: 1 Weekly Average grade; Midterm Exam: 3 Grades averaged into 2nd quarter grade; Final Exam: 3 Grades averaged into 4th quarter grade.

INTERIM REPORTS:

- Interim reports will be issued midway through each quarter only for students who are NOT making adequate progress.

REPORT CARDS:

- Report cards will be issued every nine weeks for a total of 4 quarterly report cards per academic year. The Report Card reflects a student's grade in a subject area for that quarter as well as a quarterly GPA. The Midterm exam grade is averaged into the 2nd Quarter Grade. The Final exam grade is averaged into the 4th Quarter Grade. The Final Grade is the average of all 4 Quarters.

MLA FORMAT

All reports submitted for this course should be headed in standard MLA Format. Students will learn MLA format in this course and will be expected to use it throughout the year. All reports should use the heading example as shown below:

Student's Name

Teacher Name

Course Name and Number

Date

GRADING SCALE

Schoolhouse Preparatory uses an unweighted 4.0 point grading scale

<u>Letter Grade</u>	<u>Percentage</u>	<u>Qualitative Points</u>
A+	97 – 100	4.0
A	93 – 96	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70- 72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59	0.0

HONOR ROLL: At the end of each grading period, an honor roll list of students is published based on grades. In order to be considered for the Honor Roll, students must have a satisfactory attendance and discipline record. The Honor Roll identifies two types of achievement:

- Principal's Honor Roll = Straight A's.
- Honor Roll = All A's and a maximum of 2 B's.
- *Note: A student receiving a grade of F in a midterm or final examination will forfeit the honor roll for the marking period.*

MISSED ASSIGNMENTS FOR EXCUSED ABSENCES: Students with Excused Absences are responsible for turning assignments by the due date issued by the teacher. Assignments not turned in by the due date will be counted as a "0". It is their responsibility to confer with the teacher concerning makeup work and tests. Assignments are posted on each teacher's homepage on the portal www.schoolhouseportal.com. Students will receive a zero for any assignments not turned in. **Students with unexcused absences will not be allowed to turn in assignments.**

PUNCTUALITY AND ATTENDANCE POLICY

- **Students are expected to be in class by the first bell for all class periods.** Late arrivals will not be permitted into the class and sent to the office.
- Students need to be in their Homeroom Class by 8:20 am. Students with 9 or more unexcused tardies or absences in a semester will receive an (N) in the report card.
- **Reporting Absences:**
- If you will be absent for the day, it is your responsibility to text your homeroom teacher or the office before 9:00 am to be counted as an excused absence.