**Microsoft Word and PowerPoint**

**Course Overview**

**Fall 2016**

**Instructor:** Kristi Gilgo

**Classroom:** 355

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**COURSE OBJECTIVES:**

 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 certification in Word and PowerPoint.***

**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.

**MATERIALS REQUIRED:**

4g Flash Drive **(highly recommended)**

One ream (500 sheets) of printing paper

One large 3 ring-notebook

Pen or Pencil

**GRADING:**

Classwork (Notebook or Working Portfolio) 50%

Quizzes and Tests 40%

Work Habits and Classroom Etiquette 10%

**FINAL EXAM COUNTS 25% OF THE FINAL GRADE**

**STUDENT CONDUCT:**

Read and know the Class Rules. Follow them at all times. Please show courtesy toward teachers, students, and /or visitors at all times. During class, please refrain from private conversations and activities not immediately related to class.

You will start the semester with a grade of 100% for Work Habits Classroom Etiquette. Breaking Class Rules and coming to class tardy will result in immediate reduction of your Work Habits/Classroom Etiquette grade.