

Wilby High School
Business Department

Microsoft Office – Word

Syllabus 2014 - 2015

Instructor: Mr. DiStasio

Room#: 345

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Core Values and Beliefs: *The students, faculty, staff, and administration of Wilby High School will work cooperatively with families, members of the community, and the Board of Education to create a safe, welcoming, and academic environment which embraces, challenges, and nurtures the diverse talents, interests, and learning styles of all its students. All students will leave Wilby High School with the self-respect, respect for others, knowledge, and skills necessary to become independent, intellectually curious, and self-fulfilled members of society.*

Course Description:

This hands-on course is designed to provide you with the tools you need to use Microsoft Office 2010 in the workplace, school or at home. This comprehensive course focuses not only on concepts, but how to apply those concepts. Students completing this course will be able to customize the windows interface and use of MS Word for everyday tasks. This course addresses the computer skills that would enhance a students' academic success. Students in Microsoft benefit from world-class Microsoft curriculum and software tools to tackle real-world challenges in the classroom environment. Students will learn to use the 2010 version of Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them.

It is strongly recommended that every student take Microsoft Office Word 2010 as technology is a required component of the exit criteria in the Waterbury Public School District.

Course Outline:

- 1) Introduction to Use Microsoft Office Word 2010
- 2) Basic Editing
- 3) Formatting
- 4) Templates
- 5) Working with Graphics and Pictures
- 6) Tables
- 7) Long Documents
- 8) Technical Documents
- 9) Mail Merge
- 10) Proofing, Printing, and Publishing
- 11) Comparing, Merging, and Protecting Documents
- 12) Customizing and Expanding Word

Learning Objectives:

At the successful completion of the course, students will be able to:

- Analyze Information Technology
- Analyze Microsoft Office 2010
- Navigate with Windows Explorer
- Create and Delete a Folder
- Explore the Microsoft Word 2010 Window
- Type in header and footer
- Save and open a saved document
- Apply a theme
- Insert text
- Align text horizontally
- Align a document vertically
- Analyze a memo
- Write a business and personal business letter
- Change the font size, color styles, and effects
- Use bullet or number formatting
- Format objects
- Modify a text box
- Insert a SmartArt Graphic
- Use drag-and-drop and cut and paste
- Create tables
- Save a Word document as a PDF
- Create a document based on template
- Format a one-page report
- Create a reference page
- Analyze page layout and design
- Create mailing labels using the mail merge wizard

Required Text/Equipment/Software

- Computer with Windows Operating System and Microsoft Word 2010
- MicroType 4 by Thomson, South-Western Publishing
- Learning Microsoft Office 2010 by Betsy Newberry. Pearson Education, Inc. Prentice Hall, 2011.

Course Requirements and Evaluation:

Daily Class Warm-up:

- Every day when you enter the room there will be a warm-up on the board, you are expected to get to work quickly and complete the assignment.

Class Work:

- Will be assigned every day
- Will be checked
- Students must complete all assigned work, only complete assignments will receive credit

Quizzes/Tests:

- Quizzes and Tests will be announced in advance.
- It is your responsibility to arrange a make-up test if you are absent
- File checks consist of daily work (terms, group exercises, and individual exercises) that is checked throughout the duration of the chapter (or partial chapter). All work is counted equally and a grade is given based upon the number of assignments that were successfully completed.

Projects:

- Projects will be assigned with ample time for completion in class.

Class Participation:

- Students **MUST** arrive on time. (In your seat before the bell rings)
- Participate in class discussions
- Demonstrate respect for others and classroom property
- Keep working at all times: practice if you are done with an assignment

Grading

Marking period grades will be calculated as follows and will be updated on ProgressBook:

- 5% - Attendance
- 10% - Classwork and Participation
- 40% - Quizzes (includes periodic file checks)*
- 15% - Projects
- 30% - Tests

*File checks consist of daily work (terms, group exercises and individual exercises) that is checked throughout the duration of a chapter (or partial chapter). All of the work is counted equally and a grade is given based upon the number of assignments that were successfully completed.

Classroom Rules:

- No food or drink allowed in the classroom
- Students must sit at their assigned computer
- Students must be in proper dress code
- No cell phones will be allowed in class.

Make-up Work:

- It is the student's responsibility to find out what work was missed and to make-up class assignments that were graded or collected. If a test or quiz is missed, it must be made up the day the student returns from his/her absences. If an illness keeps a student out of school for a few days, the student will have up to the number of days missed to make-up all missed work, including tests.

Academic Honesty:

It is important that you are aware that engaging in any form of plagiarism is considered academic misconduct by the Waterbury School District. Plagiarism is defined as the appropriation of and use of another person's writing (etc. presentations, memos, letters, and reports) and passing it off as the product of one's own efforts. If you copy someone's work and submit it as your own, it is plagiarism.

Academic Honesty, doing one's own work in course assignments and on tests, is one of the most important values in higher education. It is unacceptable for you to copy or submit another person's work as your own, allow another person to complete your work for you, complete work for another student, or use unauthorized resources for tests, class work, projects and or assignments.

Internet Usage Regulations:

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a student violates any of the acceptable use provisions outlined in the Board of Education Policy, his/her access privilege may be terminated and future access may be denied. Violations may also result in disciplinary action from school officials.