

**Design Web Tech
Course Syllabus
Chincoteague High School**

Instructor Contact Information:

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Course Description

Students apply problem-solving skills to real-life situations through word processing, spreadsheet, and database software and through integrated software activities. Students work individually and in groups to explore computer concepts, operating systems and emerging technologies. The Microsoft Office Specialist (MOS) Certification is available to students who pass the MOS certification in the core or excellent exam.

Competencies / Learning Objectives

Student will be able to:

- Navigate Microsoft Office 2016 and Windows 10 basic functions, including running apps, creating folders, and saving/managing files.
- Create and edit a Microsoft PowerPoint presentation with pictures.
- Utilize PowerPoint tools to enhance pictures, shapes, and word art.
- Insert media and animation into presentations.
- Generate information graphics, including tables and charts.
- Create hyperlinks and action buttons within a presentation.
- Produce a self-running presentation with embedded animation.
- Customize presentation templates and use graphical elements.
- Create and professionally present projects to teacher(s) and peers.
- Demonstrate career planning abilities, including structuring resumes, and interviewing procedures.

Grading Scale

Letter Grade	Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Grade Weights

Type	Weight
Tests/Summative	40%
Quizzes/Projects	30%
Classwork	20%
Homework/Formative	10%

Grading Policy - Absences / Make-Up Work

According to Accomack County Public Schools Grading Policy:

“Students may receive an “I” for incomplete work due to an absence. Make-up work is to be made up in the amount of days equal to the number of days missed. Middle and High School students may receive an "I" for incomplete work due to an absence at the end of the quarter or semester. All work not completed after the number of days equal to the day of absences for middle and high school students, the "I" will convert to an "F". A "0" will be recorded in Power School until work is made up, according to the make-up work policy. Parents of students with Out of School Suspension (OSS) have the responsibility to request assignments that are missed during the OSS. The work is to be completed in the number of days equal to the number of days for which OSS is assigned.”

Textbook(s)

Freund, S., Starks, J., Schmieder, E., *Enhanced Microsoft PowerPoint 2016: Comprehensive*. Boston, MA., Cengage Learning, 2017.