

# East Rutherford High School



## MICROSOFT IT ACADEMY: WORD/PPT/PUBLISHER (BM10) COURSE SYLLABUS

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Instructor.....Mrs. Atoniea Boykins, MBA, BA, MSITA member  
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Classroom Location.....N 604  
Planning Period.....3rd Period  
Microsoft IT Academy (Word/PPT/Publisher).....1st Period

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### *Supplies Needed:*

Pencil/Paper/Black or Blue Pens – (1) 2 inch 3-ring binder notebook, Dividers, Earbuds, Flash Drive.

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### COURSE DESCRIPTION

Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and software tools to tackle real-world challenges in the classroom environment. In the first part, students will learn to use the newest version of Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them. In the second part, students will learn to use the newest version of Microsoft PowerPoint interface, commands, and features to create, enhance, customize, and deliver presentations. In the last part, students will learn to use the basic features of the newest version of Publisher to create, customize, and publish a publication. English language arts are reinforced. Work-based learning strategies appropriate for this course include cooperative education, internship, service learning, and job shadowing. Apprenticeship is not available for this course. Future Business Leaders of America (FBLA) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

<b>A</b>	<b>MICROSOFT WORD</b>	<b>60%</b>
<b>1.00</b>	<b>Understand word processing software application skills using Microsoft Word.</b>	

	<ol style="list-style-type: none"> <li>1. 1.01 Understanding Word</li> <li>2. 1.02 Basic Editing</li> <li>3. 1.03 Character Formatting</li> <li>4. 1.04 Paragraph Formatting</li> <li>5. 1.05 Managing Text Flow</li> <li>6. 1.06 Creating Tables</li> <li>7. 1.07 Working With Themes, Style Sets, Backgrounds, Quick</li> <li>8. Parts, And Text Boxes</li> <li>9. 1.08 Using Illustrations And Graphics</li> <li>10. 1.09 Proofing Documents</li> <li>11. 1.10 Formatting A Research Paper</li> <li>12. 1.11 Performing Mail Merges</li> <li>13. 1.12 Maintaining Documents And Macros</li> <li>14. 1.13 Protecting And Sharing Documents</li> <li>15. 1.14 Using Advanced Options</li> </ol>
<b>B</b>	<b>MICROSOFT POWERPOINT 40%</b>
<b>2.00</b>	<b>Understand presentation software application skills using Microsoft PowerPoint.</b>
	<ol style="list-style-type: none"> <li>2.01 PowerPoint Essentials</li> <li>2.02 Presentation Basics</li> <li>2.03 Working With Text</li> <li>2.04 Designing A Presentation</li> <li>2.05 Adding Tables To Slides</li> <li>2.06 Using Charts In A Presentation</li> <li>2.07 Creating SmartArt Graphics</li> <li>2.08 Adding Graphics To A Presentation</li> <li>2.09 Using Animation And Multimedia</li> <li>2.10 Securing And Sharing A Presentation</li> <li>2.11 Delivering A Presentation</li> </ol>
<b>3.00</b>	<b>Understand desktop publishing application skills using Microsoft Publisher (SUPPLEMENTAL)</b>
	<ol style="list-style-type: none"> <li>3.01 Plan, design, create, save and exit various publications.</li> <li>3.02 Create professional-looking publications by modifying the text.</li> <li>3.03 Create professional-looking publications with the use of graphics.</li> <li>3.04 Use design and formatting elements to enhance text.</li> <li>3.05 Create and edit multipage publications.</li> </ol>
<b>4.00</b>	<b>Understand information gathering skills using Microsoft OneNote (SUPPLEMENTAL)</b>
	<ol style="list-style-type: none"> <li>4.01 Create, save, and add media elements to a notebook.</li> <li>4.02 View, print, and share a notebook</li> </ol>

**Grading Scale**

A 90 – 100

B 80 – 89

**\*Permission Form covers ALL trips to the ROC to take the Microsoft Office Specialist Test**

- C 70 – 79
- D 60 – 69
- F 0 – 59

*(MOS Test is mandatory)*

**EVALUATION**

*Students will be evaluated in the following manner:*

Test grades ( <i>includes MOS Test</i> ).....	40%
Projects/Research/Writing Assignments.....	30%
Class Participation.....	15%
Quizzes.....	15%

The weight of each section may vary with the introduction of a new 6 weeks period. If so, students will be advised of those changes.

**\*\*Mandatory Vocats EOC Exam, which counts 1/7<sup>th</sup> of your grade.**

**Attendance Policy:**

The attendance policy as well as other policies are outlined in the school’s code of conduct and it will be followed.

**Makeup Work Policy:**

After any absence all makeup work is due within a 2-day time lime. Any unfinished assignment will be given a zero score after that time. Students should make up work and time in the after school program if possible and necessary.

**Class Rules:**

1. Be prepared. Come to class prepared to work.
2. Be honest. Cheating is not tolerated.
3. Be respectful. No rude comments, gestures, or behaviors.
4. Be punctual. I count tardies!
5. Be sure to make up time. Any absences after 2 days need to be made up after school in the learning center. Absences from school are to be made up, no questions asked.

**Consequences:**

1. Warning/1 minute after class
2. Removal from classroom with parent contact
3. Administrative Referral

Students are expected to participate fully in each class session as well as taking the MOS test. You should bring your class notebook with paper, flash drive, and pen/pencil to class each day. I look forward to working with & getting to know each of you this semester.

Mrs. Boykins

Student signature \_\_\_\_\_

(I have read, understand, & agree with the above information.)

Parent/Guardian signature \_\_\_\_\_

(I have read, understand, & agree with the above information.)