**Microsoft Office 2016 – Illustrated Introductory, First Course**

**Instructor:** Darrell Bowman

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**Course Description:**

This course is intended as a first course on Office 2016 applications and is designed to:

* Offer an introduction to Microsoft Office 2016 Word, PowerPoint, Excel, and Access.
* Expose students to practical examples of the computer as a useful tool.
* Acquaint students with the proper procedures to create documents, presentations, spreadsheets, and databases suitable for coursework, professional purposes, and personal use.
* Help students discover the underlying functionality of Office 2016 so they can become more productive.
* Develop a real-world approach that allows learning by doing.
* Create a portfolio from class projects

**Text/Materials:**

Text: Beskeen/Cram/Duffy/Friedrichsen/Wermers, *Microsoft Office 2016– Illustrated Introductory*, First Course, Course Technology, 2014

Software: Microsoft Office 2016.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

**Grading:**

Daily Assignments 40%

Creative Projects 40%

Participation/Behavior 10%

Tests and Quizzes 10%

**Course Policies:**

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present, contacting the instructor, or through the instructor’s website. All work is done during class, therefore, **ALL STUDENTS WILL BE REQUIRED TO MAKE UP MISSED CLASS TIME OR COURSE WORK ON THEIR OWN TIME**.

Assignments: Most assignments will be graded through the student’s computer. Additionally, students may be required to turn in digital assignments to a designated place. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made. Incomplete assignments will be accepted and graded accordingly. The computer lab is available before and after school, during Tiger Time and during the school day. You must bring a note to be admitted to the lab during regular class hours.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in course. For more information refer to the "Academic Dishonesty" policy in the school handbook.  For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments unless the assignment is given as a collaborative assignment.

CLASSROOM PHILOSOPY

1. **Respect my right as a teacher to teach**
2. **Respect the rights of other students**
3. **Respect Yourself**

CLASSROOM RULES & PROCEDURES

1. ***Cell phones should be off and put away out of sight during class time. There are occasions where we might utilize these devices for a learning activity. You will be instructed as to when that time is.***
2. **No food, drinks, candy, gum, etc. are allowed in the lab. Water is allowed if it is in a capped bottle.**
3. Work stations are to be left in an orderly fashion each day.
4. Do not share your computer password with another student.
5. All parties involved in a cheating incident will receive a zero on that assignment, parents may be notified, and a referral may be written.
6. Do not disconnect, switch, add, or remove peripherals (keyboards, mice, etc.) from computer.
7. **Students may not participate in text messaging, emailing, twittering, Internet chatting, Facebook or playing Internet games during class time, unless it is part of a class assignment or activity.**
8. Flash drives are not permitted in this class, and no copying of information to or from CDs or DVDs is allowed without the permission of the teacher.
9. Students must uphold the Fair Use Guidelines & copyright laws when using resource materials from the internet.

Student Name: Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_