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

**Instructor:** Darrell Bowman

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**Course Description:**

This is an advanced course which uses the computer and Microsoft Office products. The course covers complex business and personal applications and concepts for Word, PowerPoint, Excel, and Access. All students will be provided the opportunity to become MOS (Microsoft Office Specialist) Certified in certain Office Applications such as Word, Excel, and Access.

**Text/Materials:**

Text: Beskeen/Cram/Duffy/Friedrichsen/Wermers, *Microsoft Office 2016 – Illustrated Introductory*, Second Course, Course Technology, 2015

 Software: Microsoft Office 2016.

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

**Grading:**

Daily Assignments 25%

Creative Projects 40%

Quizzes & Tests 25%

Participation/Behavior 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. Missed or late quizzes cannot be made up under any circumstances but with **good cause and adequate notice**, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester. Participation points cannot be made up as it based on your participation in class activities each day.

Assignments: All assignments are due before or during the class on the date due. 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.

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 PHILOSOPHY

1. **Respect my right as a teacher to teach**
2. **Respect the rights of others**
3. **Respect yourself.**
   1. Is what I am doing legal?
   2. What does my gut (instincts) tell me about this situation?
   3. Will it do the other person harm?
   4. Would I be doing this if a person I respected (mom, dad, guardian, anther adult) knew what I was doing?
   5. Is it harmful to me?

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. **In order to receive a grade on an assignment turned in to the teacher, you must have a duplicate copy of your work saved in your folder on your computer station; otherwise, a zero will be given.**
6. All parties involved in a cheating incident will receive a zero on that assignment, parents may be notified, and a referral may be written.
7. Do not disconnect, switch, add, or remove peripherals (keyboards, mice, etc.) from computer.
8. **No playing of games on the internet during class**.
9. **Students may not participate in text messaging, emailing, twittering, internet chatting or going to Facebook during class time, unless it is part of a class assignment or activity.**
10. 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.
11. Students must uphold the Fair Use Guidelines & copyright laws when using resource materials from the internet.
12. Students who engage in excessive socializing or texting during testing will receive deductions from their participation/behavior grade.

Student: Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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