

COURSE SYLLABUS FOR MS-WORD

Course Name: MS-Word
Open to: All Students
Prerequisites: Keyboarding Plus

Course No. Bus114
Duration: 1 Semester
Credits: 1

Teacher: Mr. Jim Tiedeman
Phone: (563) 552-5414 to leave a message

Office Hours: 10:11 to 10:58 a.m. Room L006
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Course Description

The major focus of this course is to teach the many components of Microsoft Word, such as using Clip Art and Word Art, setting up columns and tables, and exploring the various options and intricacies of other tools in Microsoft Word beyond basic document processing. Short units will also explore Excel, PowerPoint, email and Internet and their relationship to Microsoft Word.

Standards

Alignment to the Iowa Core Curriculum: Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Assessments

Both formative and summative assessments will be utilized throughout the course (may include but not limited to quizzes, chapter/unit tests, daily exercises, projects, peer evaluations, and self-assessments).

Content

Unit 1: Document Basics
Unit 2: Formatting Text
Unit 3: Formatting Paragraphs & Editing Text
Unit 4: Working with Tables
Unit 5: Working with Tabs

Unit 6: Working with Columns and Page Setup
Unit 7: Using Headers and Footers
Unit 8: Working with Graphic and Visual Elements
Unit 9: Using Templates

Instructional Strategies

Students are required to actively participate in all classroom exercises, complete daily work (individual and group), quizzes, and a cumulative semester exam.

Resources

MS Office 2013 applications, teacher created handouts, Internet

Academic/Behavioral Expectations

Absences & Tardies

If you are absent, it is **YOUR responsibility** to see me regarding all make-up work. You are considered tardy if you are not in your seat when the bell rings. Tardies and/or absences will be recorded. If there is an obvious, chronic, or serious attendance infraction, parents/guardians will be contacted and the student will be referred to the AP's office for disciplinary action. *Refer to the Dubuque Community School District Policy 5107 for more detailed information.*

General Classroom Expectations

1. Be in the right place at the right time with the right materials.
2. Respect the rights, properties, and opinions of others.
3. Use the available technology responsibly.
4. Make use of technology devices appropriately.
5. Food or drinks to be consumed in poolside and cafeteria areas; except plain bottled water is allowed in the classroom.
6. Cheating/Plagiarism should not be an option and will result in a zero grade for the assignment(s). Discipline may also include referral to the AP’s office, loss of class credit and a failing grade.

**Refer to the Dubuque Community School District Policy 5200 and the Hempstead High School Student and Parent Information Student Planner.*

7. Your own *complete* student planner is required to leave the room for any reason.
8. Stay seated until the bell rings, clean up your workspace, and push in your chair when you leave.

Hempstead “PRIDE” Expectations

Expectations are posted in the classroom and throughout the building.

Grading Plan

Grading

Your grade will be based on a variety of assignments including daily work, projects, quizzes, and tests. All work must be completed on time to be accepted for full credit. Grades will be based on a point system.

Extra Credit

Various times during the semester students may be offered extra credit assignments; however, only those students who have completed their regular assignments on time will be allowed to complete them and earn extra credit points.

Semester Final

There will be a comprehensive semester final exam given for this class. This exam will account for 10% of your semester grade.

Grading Scale

A	93-100%	A-	90-92%		
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	59% and below				

Communication Plan

You may check PowerSchool for grades which will be updated in a timely manner. If you have any questions or concerns, please contact my school phone or email.