

Microsoft Word, PowerPoint, Publisher

Course Overview	Students use Microsoft 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. This course can help prepare students for the Microsoft Office Specialist (MOS) in Word and PowerPoint.	
Teacher	Juan M. Diaz Room 1213 919-856-7710 jdiaz@wcpss.net	
Course Website	http://jdiaz1.weebly.com	
Grading	Projects/Papers	30%
	Classwork/Participation	30%
	Test	15%
	Homework	15%
	Quiz	10%
Class Materials	Notebook (for taking notes) Pens or Pencils (pen ink must be blue or black and must have spare as backup).	
Classroom Expectations	Student is expected to maintain a respectful environment at all times towards other students, teacher, and classroom equipment. The student is expected to come prepared to class, on time, and complete all work accordingly. I expect students to be in class everyday unless sickness, injury, or some other situation beyond their control keeps the student from attending. It is the student's responsibility to bring a note explaining the absence with a parent/guardian signature, and to make up missing assignments, tests, quizzes etc. upon return.	
Make Up Work Policy	Please reference WCPSS Policy 5510 and the MEPHS student handbook.	
End of Course Testing	Student will be required to take an end-of-course post assessment test which will count 20% of their overall grade.	
Contact	Please feel free to contact me at any time regarding your child's progress. I will make every effort to respond to you as soon as possible. You are welcome to call me at school; however, I would urge that you communicate via email. I find that email is the fastest and most effective especially for providing student progress via digital/electronic reports.	