

- My approach to teaching is project based learning. Students will have a number of required projects to complete throughout the course. Students will be evaluated on class participation, classroom assignments and projects. Student responsibilities include:

1. Students must be on time to class
2. Absences – it is the student’s responsibility to see the classroom teacher for any make up work. I follow the make up policy listed in the student handbook.
3. Students must follow the Internet Policy which is located in the student handbook. (pages 38-39)

- Course Content & Outline

1. Week 1 Assessments – Setting margins; bullets; alignments
2. Week 2 Assessments – Clip art; graphics; numbered lists
3. Week 3 Brochure/Column Project – use of the school’s Digital camera & scanner
4. Week 4 Introduction to tables (center vertically/horizontally); Table autofit; table autoformat; distribute rows & Columns evenly; aligning column data
5. Week 5 Memos
6. Week 6 Flyers (borders; clip art; shading; highlighting; word art; variety of font styles; etc.
7. Week 7 Symbols; Drop Caps; Distribute Text; Superscripts; Subscripts; headers & footers;
8. Week 8 Letters
9. Week 9 Templates in Microsoft Word
10. Week 10 Resumes
11. Week 11 Tabs – Certificates
12. Week 12 Charts & Diagrams
13. Week 13 Labels – Mail Merge
14. Week 14/15 Project – Destination of Choice Project
15. Week 16/17 Projects – Student Surveys
16. Week 18 Review for semester exam – Final Exam

- Policy Information

1. Attendance/Tardy Policy – I follow the attendance/tardy policy listed in the student handbook
2. Policy for late work – I follow the make up policy in the student handbook. It is the student’s responsibility to contact the teacher for missing assignments due to their absences from class.

- Student Ethics Policy – I follow the Student Ethics Policy located on page 19 of the Student Handbook

Parent & Student Signature: To acknowledge that you and your parent (s) have read and discussed the information contained in this syllabus, and that you

1. accept the curriculum offered
2. Understand that late work is not accepted except as makeup for excused absences as outlined in the student handbook.
3. understand that if you are at school for any part of the day that an assignment is due you must turn it in before leaving school
4. understand the grading for the class

Please sign and return this portion of the syllabus.

Student Signature _____ Date _____

Parent Signature _____ Date _____

This syllabus is a guide for the course and is subject to change