

## SYLLABUS

### Microsoft PowerPoint 2010: Comprehensive

**Instructor:** Jon Austin

**Room:** F5

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**Conference:** 3<sup>rd</sup> Period- 9:26-10:16am on regular days and 11:06-11:39am on late start days.

#### Course Description:

*Microsoft PowerPoint 2010: Comprehensive* is intended for a school calendar year course that teaches PowerPoint 2010 as the primary component. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

- To offer a comprehensive presentation of Microsoft PowerPoint 2010
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of PowerPoint 2010 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Materials/Text: Microsoft PowerPoint 2010: Comprehensive ISBN-13: 978-1-4390-7903-4 | ISBN-10:1-4390-7903-X

Online Companion: [scsite.com/ppt2010](http://scsite.com/ppt2010)

Gmetrix Software

One (1) 3 ring binder for each semester

#### Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.
4. Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.
5. Project: Each student will be able to create a unique project at the end of each chapter/unit.
6. Participation: Student participation will be graded by the level of class participation and attendance.

#### Grading: Accumulation of points

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

100-90%	= A;	Advanced (Exceeds State Standards)
89-80%	= B;	Proficient (Meets State Standards)
79-70%	= C;	Basic (Approaching State Standards)
69-60%	= D;	Below Basic (Below State Standards)
Below 60%	= F;	Far Below Basic (Well Below State Standards)

#### Course Policies:

Missed Classes/Tardies: 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 or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up without an excused absent. With good cause and adequate notice, an early quiz may be given. *If you are tardy, it is the student's responsibility to check in with the instructor. Failure to do so, student will be marked absent.*

Student's Name: \_\_\_\_\_

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

Assignments: All assignments are due at the end of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions unless it is an excused absent.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; or failure in course. 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 instructor permitted.

Class Rules: 1. Follow all Directions, 2. Respect yourself and show respect for the rights of others (peers and teacher) 3. Be on time (without an excused note, student will write sentences or may do book work instead of being on the computer) 4. **No Cell Phones, iPods, food, gum, drinks, or candy** 5. Remove all hats.

Computers: Please do not abuse or deface the computer equipment in any way. Use only the program authorized and follow the procedures as instructed in class. Computers are used for class projects and assignments ONLY!

YOU MAY NOT PLUG IN OR INSERT USB TYPE DRIVES, CELL PHONES, CD's, OR MUSIC DEVICES.

Any improper usage or damage of computer equipment, desks, books, or programs will result in a class suspension or expulsion and fees.

Extra Credit: Maximum amount of points of extra credit earned is 100 points. To receive extra credit the student will need to type a one page summary about a current event on technology (max. 10pts. per current event) and include the article. The typed article will be **double-spaced** of font- **Times New Roman**; font size- **12**; and it will include a header with your name, date, time, and period. Another way is to apply what was learned in this class outside of class and do a presentation to the class and to the instructor on what was done (max. 15pts each time).

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades: Grades will be updated weekly on the schools Aeries program. Students will also keep an updated grade book in class by using MS Excel Application.

## Course Outline

### Assignment Descriptions:

**Keyboard Awareness**: The First four (4) weeks getting to know the keyboard by doing small assignments and typing lessons

**Chapter Project (CP)**: Chapter Project is an assignment that helps students learn the necessary skills needed to master the material in the chapter.

**Learn It Online (LIO)**: Learn It Online is a series of online exercises that test students' knowledge of chapter content and key terms.

**Apply Your Knowledge (AYK)**: Apply Your Knowledge is an assignment that helps students reinforce their skills and apply the concepts learned in a chapter.

**Make It Right (MIR)**: Make It Right is an assignment that asks students to analyze a document and correct all errors and/or improve the document's design.

**In the Lab (Lab)**: In the Lab is a series of assignments that ask students to design and/or format a document using the guidelines, concepts, and skills presented in a chapter. The labs are listed in order of increasing difficulty.

**\*Read this syllabus carefully. Return it to me by tomorrow after you and your parent(s)/guardian(s) have signed it. This is worth 50 points. A five point deduction for every day late.**

Parent's Name (Print): \_\_\_\_\_ Phone Number to be contacted: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail: \_\_\_\_\_

Student's Name (print): \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail: \_\_\_\_\_

### PARENTS ONLY: Please check one of the boxes and initial it:

My student **HAS** parent permission to use the Internet for class assignments and email occasionally

My student **DOES NOT** have parent permission to use the Internet for class assignments and email occasionally