

## HVHS Business Education

# Microsoft Office

Dale Fisher and Chris Pendleton

### Course Description

In this class, we will be studying word processing, spreadsheets, databases, and computer terminology and concepts. Practical application projects will be completed on the computer. We will be using a variety of software programs such as Word, Excel, PowerPoint, Access, and other software programs.

Microsoft Office Suite is a vocational class that will give students the opportunity to gain entry-level employable skills. Work ethic, attitude, attendance, and punctuality will be directly related to students' success in class.

### Supplies

Students must come prepared for class everyday with: **pen and/or pencil, 3 ring notebook** and **paper**. Students are required to keep all assignments, tests and handouts in a notebook. Notebooks will be evaluated periodically with points awarded for completeness.

### Grading

All course work and participation (including attendance and punctuality) will be assigned points. At the end of each grading period, accumulated points will be given a grade based on the following

percentages:	<b>A</b>	90-100%
	<b>B</b>	80-89%
	<b>C</b>	70-79%
	<b>D</b>	60-69%

The final exam will count for 10% of the semester grade. Each student is required to take the final exam. If a student misses the final exam, they will receive an "I" on their report card.

### Attendance and Participation

Student participation is an integral part of the learning process and is dependent on classroom attendance as there is great benefit from interaction with teachers and peers. It is difficult, if not impossible, to duplicate the experiences missed because of an absence. Presence in class provides students the opportunity to ask questions about material not understood, to receive assignments straight from the teacher, to make presentations before classroom audiences and to participate in group learning activities.

### Flex Plan for TAG Students

Students are assessed in a number of ways in this course including tests, quizzes, daily assignments and projects. Based on these assessments, necessary modifications to better meet the TAG students' educational needs may include a combination of the following: independent study of course text, advanced projects and advanced student store responsibilities.

**\*\*No student may use the internet without teacher permission. Students using the internet without permission will receive an "F" grade and be removed from class. NO EXCEPTIONS!**