## **MSITA Word / PowerPoint 2013** Image result for career cluster

**Career Cluster: Business Management & Administration**

**Prerequisite: None**

**BM6419**

# **Course Goals**

Students will have the opportunity to take certification tests for Word and PowerPoint. This course is designed to prepare and aid the students in achieving Microsoft Certification. The certification exam is a timed 50 minute computerized test performed independently using the skills learned in this classroom. The minimal qualifying score is 700.

 **Assessments:**

Informal: Class Discussion, Graphic Organizers, and Activities: Guided Practice Projects,

 Literacy (Reading & Writing)

Formal: Tests, Graded Assignments: Project, Literacy, and other Curriculum Based

Activities

# **Course Description**

**Text and Software**

Text: Electronic Book –MOAC (Microsoft Official Academic Course)

 Software: Microsoft Office 2013

***MS Word 2013*** is a word processing application that allows you to create a variety of documents like letters, flyers, and reports. With the introduction of several enhanced features—including the ability to create and collaborate on documents online—Word 2013 gives you the ability to do more with your word processing projects.

***PowerPoint 2013*** is presentation softwarethat allows you to create dynamic slide presentations. Slideshows can include animation, narration, images, videos, and much more.

# **Course Description**

**Assignment Due Dates**

Students will need to follow the guidelines as indicated in the student handbook for making up work with excused absences. It is the sole responsibility of the student to make up any missed assignments, tests, or quizzes. Your grades will be uploaded at least twice a week.

**Lab Work**

Students are required to complete his/her assignment during class time. Students are to be respectful of ABSS equipment and tools at all time. Any abuse will be reported immediately to the administrators. ***No food or drink in lab***.

**SmartLunch**

My SmartLunch Days are on Mon. A Lunch and Wed. B Lunch. This is an opportunity to makeup work such as: quizzes, tests, and missed assignments. Additionally, this is chance to get assistance if you are struggling.

**MS Certification**

Students will have the opportunity to take certification tests for MS Word and PowerPoint. This course is designed to prepare and aid the students in achieving Microsoft Certification. The certification exam is a timed 50 minute computerized test performed independently using the skills learned in this classroom. The minimal qualifying score is 700. Many students have been successful and you can too! Students that do not pass the initial exam will have an opportunity to retest.

**Classroom Mannerism**

Students will demonstrate respect to the teacher and it will be reciprocated. Students will also show respect to other students, faculty, and staff at all times. Otherwise, you will be referred to administration that will result in disciplinary action. Classroom rules are posted. Teacher dismisses the class; not the bell.

# **Supplies Needed**

* 2 inch binder/notebook,
* wide-ruled notebook paper
* writing supplies (pens, pencils, markers)
* at least 2.0 GB USB/flash drive
* a positive attitude towards learning
* Hand sanitizer
* Kleenex