

Course Title:	Presentation Software Applications, Microsoft Office 2007
Course Number:	PTI304
Grade Level:	9-12
Course Length:	18 Weeks

Course Description

Presentation software prepares students for careers in business and focus on duties and tasks performed by professionals using presentations software as well as pre-employment and employment skills.

Concepts/Content

This course provides student with the opportunity to develop professional level skills in presentations software. Skills include creating and formatting presentations, creating and formatting slide contents, working with visual content, collaborating on and delivering presentations.

Instructional Methods

Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. Students successfully completing this course will be eligible to take at least one of the user or specialist exams for Presentation software certification.

Philosophy

I believe that all students can learn and it's my responsibility as an educator to ensure that all students assigned to my class receive the

very best possible education and hopefully this will inspire a thirst for life long learning.

Evaluative Techniques

Assessment will be accomplished by checking student work in progress to ensure that each student adheres to the timeline throughout the course and that the course is successfully completed. In addition, objective and problem solving test, projects, and other means deemed appropriated will be used.

Software

The focus of this course will be the use of Microsoft Office 2007 Presentation software to produce a variety of presentations.

DoDEA Grading Scale

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 or below =F

Grading Policy

Student quarterly averages in presentation will be calculated using percentages as follows: Class work, test projects and quizzes.

Student semester average in presentation will be calculated using the following: 40% of 1st quarter grade plus 40% of second quarter grade plus 20% of the semester test.

Homework

Class work not completed during class time is assigned homework.

Late Work Policy

It is important that students get their work in on time. Late assignments will be accepted. Students will have the equivalent days absent to make up missed assignments.

Materials needed:

Two pocket folder, erasable ink pens

Extra Help

Tutoring/extra help is offered during Seminar or after school.

Class Management

Students will conduct themselves in an orderly respectful manner and follow classroom management policy.

Department of Defense Education Activity Standards

<http://www.dodea.edu/instruction/curriculum>