Information Technology
Business Computer Applications I (IT 1411)
Microsoft Word & PowerPoint

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| **Instructor** | **Email** | **Office Location & Hours** |
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Course Description
This course is designed to develop student understanding and skills in such areas as Microsoft
Word and Microsoft PowerPoint. This course prepares students for the Microsoft Word Office
Specialist Exam and for the Microsoft PowerPoint Office Specialist Exam. Students utilize
problem‐solving techniques and participate in hands‐on activities to develop an understanding
of course, concepts. Teachers should provide each student with real world learning
opportunities and instruction.

Course Goal
Our goal is for each student to obtain a Microsoft Word and Microsoft PowerPoint certification. The test is free and will be given at school. Microsoft is a global recognized company.
Grades & Testing
Summative Assessments will be worth 50 % of their grade. Summative assessments will be chapter tests, exams, semester exams, and projects. Cheating is automatic zero.
**Grading Scale:**100 – 90 = A
89 – 80 = B
79 – 70 = C
69 – 60 = D
59 – 0 = F







