

Word

Excel

PowerPoint

Publisher

Supplies:

Pencil/Pen



Will receive notebook

Textbooks (stay in classroom)

Classroom Rules and Procedures

Classroom Rules

1. Be to class on time (a tardy will result in 1 detention)
 - you need to be in the classroom when the bell rings
2. Pay attention when instructor is speaking and listen
3. Questions – raise your hand to ask a question
4. Cheating will not be tolerated:
 - there will be a conference with you and the other student
 - a zero will be given for the assignment
 - parents/guardians will be notified about the incident as well as the assistant principal

Cheating is the turning in of any work in which the answers did not originate from the person turning it in. This includes but is not excluded to:

 - a. the copying of any work that was to be completed solely on your own
 - b. copying off of another student's paper or computer screen (test, quiz, or worksheet)
 - c. using a cheat sheet (the writing of answers on anything other than the test)
5. No gum, candy, food or drink of any kind!
6. Internet - you are allowed on the following websites **ONCE** all assignments are completed without asking
 - (texttwist, jigzone, eastoftheweb, newspaper websites or espn) other websites need to ask permission
 - Displaying offensive messages or pictures, downloading anything, accessing twitter, facebook, e-mail, etc. is **NOT ALLOWED!** **THIS RULE ALSO APPLIES TO THE CHROMEBOOKS!!!!**
7. Treat everyone with RESPECT!! (Be polite and use appropriate language)

Consequences

1. Verbal warning
2. Isolation/conference after class with the student about their behavior
3. Detention(s) and parent phone call
4. Referral to the office
5. Visit to the office

Internet Consequences

1. First time offense - if not on an approved website you will receive 1 detention.
2. Second time offense - you will lose Internet privileges for the nine weeks, which will be needed for future assignments.

Remember: The computer lab is a privilege for you to use not a right!

These are the disciplinary consequences a student will receive for misconduct in the classroom. The consequences may be skipped at any time depending on the situation.

Procedures

1. For success in this class good attendance is required because daily assignments will be graded regularly.
2. If you are absent, it is your responsibility to get your **MAKE-UP** assignments/projects, from the **calendar** in Schoology: <http://www.schoology.com>. You will be given the amount of days you were absent to complete the assignment. Exceptions can be made for extreme circumstances.

When you are absent:

a. Check the calendar to see what you missed.

See me for any worksheets or handouts

You are responsible for getting any missed notes from a friend. If this is problematic for you, come see me and arrangements can be made.

b. When you turn in your work be sure to write the dates you were absent on your work.

c. A pre-excused/school-related absence means you should have work for the day completed before being absent.

Test/ Quiz Make-up Policy:

a. If you miss the day before a test/quiz and Notes were given on tested material - **You will take it the next day.**

Any kind of review was given - **You must take the test that day.**

b. If you miss the day of a test quiz, **YOU** are responsible to make arrangements with me to make up the test in a timely manner. Failure to make arrangements or show up on the arranged day/time will result in an F for the test/quiz.

3. Late work will be accepted for partial credit of what the assignment was worth **only if submitted 1 day late**. Any papers turned in later than 1 day late will not be given credit and a "0" will be given. Work that is checked for completeness CAN NOT be turned in for a late grade.

4. Completed work needs to be put in the class-designated tray or turned in online through Edmodo.

It is your responsibility to retrieve your documents off of the printer otherwise they will be put in the recycle bin.

5. **Grading:** Grades are figured on a point based system. Daily assignments, quizzes, tests and projects will make up your grade. I do not give grades, YOU earn your grade! You will be evaluated according to the grading scale in the student handbook.

6. **Homework** will be given occasionally. The purposes of homework are; reinforcement of learning, preparation for new material, provides practice on topics, review for tests/ quizzes. Homework will either be spot checked for completeness or graded for completeness and accuracy. Complete your homework **before** you get to class.

7. **Assignments:** The heading on your papers should appear as follows: Full name

- All work turned in should be considered an important business document and should be proofread and previewed before printing!

Schoology Policy Use:

1. You will be given an account for an online website that will be used in class at various times called Schoology.
2. Schoology is an online communication tool that can be used to turn in assignments, complete quizzes, take a survey, or review posted information.
3. With this account you are expected to maintain appropriate classroom behavior – I can see everything from each student that is posted.

Directions to be followed are:

- a. Appropriate icon used to identify yourself.
- b. Posted questions for class should be answered appropriately along with any questions the student may have about an assignment, etc. posted to the teacher.
- c. When posting a comment be careful on what is stated – this is **NOT** Facebook!

Consequences: if the rules are not obeyed the following actions will be taken:

- a. Conference with the student either asked to change inappropriate identity icon or discuss posting.
-detentions may be assigned depending on the situation
- b. The student will have read-only access and will not be allowed to post at all.
- c. Student account will be removed from Schoology and the student will no longer be allowed to use the website and will have to take other measures to receive and complete assignments and quizzes.

8. **Staying on Task:** It is necessary to remain on task to maximize learning. Failure to remain on task may result in detentions or removal from class. The activities that are considered not remaining on task are included but not limited to: sleeping, doing homework for other classes, self-grooming practices (combing hair and putting on make-up), writing notes, or surfing the Internet.

9. **Restrooms:** Go to your locker or restroom **BEFORE** you even come to class and you need to be in the room when the bell rings (a detention will result if you are not in the room). You will only be allowed to use the bathroom **ONCE** a week and will need to sign out on the back counter. You will need to take the pass and go to the correct restroom. Restroom/locker requests can be denied during the instructional part of class and during tests and quizzes. We do not want to waste instructional time.

10. You are to remain in your seat until the teacher dismisses the class – not the bell!

Course content:

Microsoft Word (Word Processing Concepts)

1. Toolbar review
2. use autocorrect feature, spell check, grammar check, thesaurus
3. Insert date and time feature, set tabs, print, preview, change case
4. Open and revise documents, delete text, selecting text to move
5. Text alignment, bold, italic, underline, highlight, format painter, special effects
6. Different fonts (style, size, color – sans serif/serif)
7. Line spacing, paragraph spacing, indent text
8. Headers/footers, page breaks, page numbering
9. Working with the table menu
10. Mail merge (letters, envelopes, labels and creating a directory)
11. Inserting pictures/clipart, drawing toolbar, wordart, grouping, etc.
12. Creating a newsletter

Excel (Spreadsheet Concepts)

1. Toolbars and their differences
 2. Formulas (using add, subtract, multiply, divide and absolute reference formulas)
 3. Format data, edit data, use ranges, copy and print
 4. Copy a formula
 5. Formatting data (percent, comma format, fonts and font size)
 6. Change column width, comments
 7. Page set-up functions (margins, header/footer, sheet tab)
 8. Insert/ delete columns and rows, move, cut/paste
 9. Worksheet tabs
 10. Charts
 11. Linking worksheets and 3D formulas
- You will learn how to keep a budget in Excel and complete a stock project using formulas

PowerPoint (Slide presentation)

1. Toolbars and their differences
 2. Inserting pictures and drawing toolbar functions
 3. Slide view and outline view
 4. Color change, slide transition and custom animation
- Create a PowerPoint presentation for the project which will be shown to the class.

Publisher (Desktop Publishing) *If we have time*

1. Learning desktop publishing concepts
2. Creating business cards, flyers, newsletters, advertisements, calendars, brochures and much more