**Microsoft IT Academy**

**Word & PowerPoint**

**Rules & Procedures Spring 2016**

***Place this signed syllabus at the front of your notebook.***

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| **Instructor****Office Hours** | Tommy GibbonsMonday 7:05-7:35Thursday After School | **E-mail****Phone** | sgibbons2@wcpss.net 919-570-2201www.business-whs.weebly.com |

**Welcome to Microsoft IT Academy**. Here are some important things you need to know about our class:

**Content Outline – “What we learn”:**

* Procedures to use MS WORD software in business
* Procedures to use presentation software in business (PowerPoint)

**Materials Needed:**

* Pen & #2 Pencil
* Notebook Paper

**Overall Grading:**

* 1st Quarter/3rd Quarter 40%
* 2nd Quarter/4th Quarter 40%
* Final Exam Grade 20%

**Classroom Grading:**

* Tests 30%
* Projects 15%
* Classwork/Notebook 30%
* Quizzes 15%
* Midterm 10%

**Classroom Rules:**

* **Non-negotiable** and **Start-on-Time** applies also as classroom rules.
* **Be Respectful** – At no time will profanity be accepted in the classroom. It is rude and disrespectful. You should always show respect towards your teachers and classmates. Maintaining a peaceful environment is a must in this class.
* **Be Prompt** – Be on time and ready to begin class when the bell rings.
* **Be Prepared** – Have your materials with you and ready for class everyday. Keep your notes and activity sheets in an organized format in your notebook.
* **Electronic/Cell Phone Policy**

There will be time during the semester in which you will be able to use your cell phones during class. You will be given instruction on when these times will be. If your cell phone or other electronic device is out without permission the following consequences will take place.

1st Offense: Warning – you will be asked to put the device up

2nd Offense: The device will be taken and returned at the end of the class.

3rd Offense: Device will be taken turned into the office for parental pick up.

4th Offense on: Device will be taken and a behavioral referral will be given to administration.

**Classroom Computer Use:**

* **BYOD – Since computers are provided, it is not necessary for you to use your own device...Most days the code for this class will be Red, with an occasional Yellow.**
* No game playing is allowed on school computers at any time.
* Please review the Acceptable Use Policy for Technology at WHS on the school’s website.
* Any student who vandalizes or misuses the classroom computer in any way is subject to consequences set by the school. Please review your student handbook for information.

**Classroom Procedures:**

* Assignments will be posted on the board and on Blackboard everyday. It is important that you check the board as soon as you arrive.
* Begin bellwork promptly when you arrive and do not disturb others while you work.
* No food or drink is allowed in the classroom per school rules. This is for the safety and cleanliness of our computers.
* Please remain in or by your seat until the bell rings. Please do not line up at the door.

**Consequences**

* Verbal Warning
* Referral to ALC & parent contact
* Referred to Administration

Please note: There will NOT be a warning for major infractions

#### CTE Make-Up Work Policy

Any student who misses a class due to an absence is expected to make-up missed assignments. The student is responsible for getting the missed assignments from the teacher and scheduling times to make-up tests.

  Students who are absent or expect to be absent for more than two days at a time should contact student services at 570-2201 for assignments and/or check the class website

Students who are absent have five school days to complete missed assignments to receive full credit. Seventy percent credit may be received after the five days; however no make-up work may be submitted within two weeks of the quarter ending unless the student is absent during the last two weeks of the current quarter. Extenuating circumstances will be decided by teacher discretion.

**Late Assignments**

If you fail to do an assignment or turn it in at the end of class, it must be made up during Wolverine Watch or you must make arrangements with me to come to my room on either Tuesday or Thursday of that week before school start.

If it is not made up during these times, you will receive a 50 for the assignment. If you fail to turn in your notebook on the day it is due you must turn it in on the next remediation day to receive credit. If you fail to turn in your notebook on remediation day, you will receive a 50 for that N.B. Check grade.

**WHS Honor Code**

The students of Wakefield High School are committed to being honest and responsible in the completion of academic materials and interactions with the school administration and community. Cheating, stealing, plagiarism (passing off another’s work, words, or ideas as one’s own), and lying (including willful distortion or misrepresentation) are considered violations of the Honor Code. Through a joint fulfillment of this code, students and faculty will achieve their fullest potential in academic excellence and character.

Cheating falls under the School Board’s policy addressing integrity. It is defined as: the giving or receiving of unauthorized class work or homework, copying work and turning it in as one’s own, or using unauthorized aids on tests or quizzes. Major cheating is cheating on a major assessment such as a mid-term test or project. Minor cheating is cheating on homework, in-class work, and the like. Teachers have the discretion in determining the level of cheating as it relates to the assignment or assessment. Academic consequences are determined by the PLT; discipline is assigned by administration.

I have read and understand the policies and rules set forth in this syllabus and the Acceptable Use Policy for Technology at WHS.

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Student Printed Name and Date Student Signature

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Parent Signature and Date Parent Contact Information