

OFFICE PRODUCTIVITY COURSE SYLLABUS & EXPECTATIONS

Parents and Students:

Welcome to Holly Grove Middle School and Advanced Computer Skills & Applications. I am excited to have this opportunity to work with your child in my class this year. Prior to teaching I was in the business world. I bring a real-world outlook to the computer and keyboarding classes and would like to share my experiences with the students so they can learn the skills necessary succeed in their future educational and chosen career path.

Don't hesitate to contact me by phone at 919-567-4177 or via email at rlocklear@wcpss.net

Thank you, Mr. Locklear

Coursework

- I. Word Processing: Microsoft Word Software 2013
- II. Spreadsheets: Microsoft Excel Software 2013
- III. Presentations: Microsoft PowerPoint Software 2013
- IV. Advanced Spreadsheets & Charts: Excel Software 2013
- V. Database Application: Microsoft Access Software 2013
- VI. Desktop Publishing: Microsoft Publisher Software 2013

GRADING WEIGHT

MAJOR 60%

Test, Projects, Quiz

MINOR 40%

Classwork

Late Work Policy:

- 1 day late
10% deducted
- 2 days late
20% deducted
- 3 days late
30% deducted
- 4 or more days late
40% deducted
(max deduction)

NOTE: *Makeup work is the student's responsibility*

STUDENT EXPECTATIONS

Be Respectful	<ul style="list-style-type: none"> • Be in your seat to begin assignment • Do not talk unless given permission • Keep work area clean, push in chair and return to log-in screen before leaving class
Be Accountable	<ul style="list-style-type: none"> • Turn all work in when due • Keep your hands to yourself & your own computer • NO Gum, Candy, Food or Drink in classroom • Only visit websites approved by teacher
Be Responsible	<ul style="list-style-type: none"> • Remain in assigned seat until class is dismissed • Do not print without permission • Do not change computer settings

Computer Usage

During this course students will use the computer for educational purposes. Students are expected to follow all Lab Rules/procedures laid out by the teacher and Wake County schools.

1. *No Food/Drinks Permitted*
2. *Computers are to be used as directed by the Instructor*
3. *Students will not tamper with computers, change desktops, homepages*
4. No unauthorized use of the Internet - email, games, facebook, texting, cell phone use, IPOD's or any other electronic device or medium. LANSCHOOL Classroom management software will be used to track and manage student's activity while using the computer lab. Students are not allowed to access websites without approval of the Instructor.
5. Failure to follow the above lab rules may result in loss of Computer and/or Internet access at HGMS.

Extra Assistance

I strongly recommend Academic Assistance for any student who feels that they are not performing up to their standards to come in before or after school Mondays through Thursdays. Every student has the opportunity to be successful in the classroom.

Please contact Mr. Locklear if you have any questions or concerns in reference to the Advanced Computer Skills & Applications class syllabus or student expectations.

Fill out all information below completely. **Please cut or tear on the dotted line** keep the above information and return the contact information to Mr. Locklear.

Student Name _____ Class Period _____

Parent/Guardians Name _____

Parent/Guardians Contact Number _____

Parent Email Address _____

I have received information about the CTE curriculum, materials, student expectations and grading policy. I will support my child in meeting class expectations.

Student Signature _____ Date _____

Parent Signature _____ Date _____