

# Microsoft IT Academy Word and PowerPoint

Mrs. O'Briant

Subject to revision

## Supplies

Pen or pencil (everyday)  
1 ½ inch 3-ring binder & paper  
Divider tabs for notebook

**\*\*Composition Book for Bellringers\*\***

Box of tissues  
Flash Drive for saving assignments

## About Microsoft IT Academy

Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and cutting edge software tools to tackle real-world challenges in the classroom environment. The first part of the class is designed to help you use the newest version of Microsoft Word interface, commands, and features to create, enhance, customize and share documents as well as create complex documents and publish them. In the second competency, students will learn to use the newest version of Microsoft PowerPoint interface, commands, and features to create, enhance, customize and deliver presentations. After each part, students will take the Microsoft Office 2016 Specialist Exam (MOS) with the expectation of receiving Microsoft Certification.

## Grading

The grade that you earn will be made up of the following parts:  
Classwork (example: Completing Step by steps and vocabulary) – 30%  
Lesson Projects – 20%  
Tests/Quizzes (after completion of each lesson) - 35%  
Bell Ringers (daily) 5% - these are your study guide for the Final Exam!  
WorkPoints – 10%

## Work Points (10% of total grade)

Work Points will reflect your work ethics on a daily basis as related to a work environment. Each student will begin the nine weeks with 15 points. The student will be able to add to those points by being present in class and doing what is asked of them each day. If the student chooses not to do what they are asked to do, then a reduction of the points will be levied. The chart below describes the plus points and the minus points.

Plus Points		Minus Points	
Arriving on time	1 point daily, must have all four satisfied.	Swearing/Arguing/Insubordination	-2 for each occurrence in grading period.
Having supplies		<b>Not Participating/Head down</b>	
Completing Assignments		<b>Cell Phone/Head Phone violation</b>	
Cleaning work area		<b>Late for Class</b>	

## Attendance

Class attendance is extremely important. Attendance will be guided by the AHS attendance policy. If you are absent, you do not earn a Work Point for that day. You are expected to attend class regularly and to make up any work missed while you were absent. **MAKE-UP WORK IS YOUR RESPONSIBILITY.** All missed assignments must be made up in a timely manner, please see me for due dates. Check Canvas for any assignments that were missed. Any absence over the 5-absence limit should be made up with me. A grade of "FF" – no credit will be received if you have 16 or more absences (minus medical waivers) Please note that waivers are normally not granted if you have not attempted to make time up in extended day first!

## Cell Phones

All cell phones must be turned off and out of sight during the school day. If you have your phone out during class, I will ask you to put it away. I will only ask once before the cell phone has become an issue in class – I will refer to the AHS policy of discipline referrals.

## Headphones

Headphones **ARE NOT ALLOWED** in class! There is not to be any listening to music/movies/entertainment during class time. We will occasionally watch Microsoft related videos relating to our class content – class headphones will be provided for these occasions. Please do not ask if you can listen to music while you do your work, the answer will be negative.

## Classroom Rules and Student Expectations

*The student is expected to:*

- 1. Be prompt:** You should be in your assigned seat with all materials needed for class and ready to work when the bell rings. Students should remain in their seats until the bell rings to end class unless teacher permission is granted to do otherwise. Trash, etc., can be placed in trash cans as you leave class. **It is your responsibility to keep your work area clean.**
- 2. Be prepared:** You should have all materials with you when you come to class. This includes homework and all necessary materials. **DO NOT ASK TO GO TO THE RESTROOM, THE NURSE, OR THE OFFICE.** You will be expected to use your passing time or lunch to take care of personal matters. Always do your **BEST** work at all times (which means not putting your head down) and asking questions when you do not understand something.
- 3. Be respectful:** You should respect students and teachers and their property as well as school property. This includes such common courtesies as politeness, raising your hand to be recognized, listening while others are speaking, remaining in your seat during presentations, and keeping the room clean.
- 4. Follow directions:** All students are expected to follow the above classroom expectations as well as any other directions for classroom or school activities on a daily basis.
- 5. Be positive!!**
6. This is a skills class that requires continuous concentration to be successful. Students should refrain from any unnecessary talking throughout the class period. Students should raise their hand when needing assistance from the teacher.
- 7. No gum, candy, food, sodas, etc. should be consumed at any time during class. No food is allowed in the computer lab. You may keep a water bottle under your desk.**
8. Expect to work all period every day. Come to class with a positive attitude.
9. Disrespect of any kind to the teacher or other students is unacceptable and will be dealt with accordingly.

## Progress Reports

Interim reports will be distributed midway through each grading period. Interim reports are to be taken home and signed by your parent/guardian for a homework grade.

Please read all the guidelines on this paper carefully. If you or your parent/guardian have any questions please ask them. When you have completed your reading, you and your parent/guardian will need to sign and date the sheet and return it to me by **September 4** for 10 points. After that date you will receive **zero** points.

