










Syllabus for Ms. McGaha Microsoft Word, PowerPoint, Excel, and Access

<p>Instructor</p> 	<p>Ms. Kristy McGaha Panther Creek High School 6770 McCrimmon Parkway Cary, NC 27519 Phone: (919) 463-8656 E-mail: kmcgaha@wcpss.net</p>
<p>Introduction</p>	<p>Welcome to Career and Technical Education, MSITA Education! A new semester is here and many exciting things are waiting for us. This course is designed for people interested in learning more complex phases of Microsoft Word and PowerPoint using Microsoft Office 2013. Students will receive training in word processing skills including creating, editing, and formatting documents as well as creating tables, columns, graphs, and charts. This course will also serve to develop presentation skills using PowerPoint 2013. The student will learn to apply the features of the program to design, create, and edit professional quality presentations.</p>
<p>Instructional Materials and Supply List</p>	<p>Microsoft Word and PowerPoint does not use a textbook, instead, all of our instructional material is online and can be found on the teachers blackboard page. I recommend you always bring a flash drive to save your work. Do not rely solely on your student account to save your documents.</p> <p>There are some things that you may want to have because I have a limited class supply:</p> <ul style="list-style-type: none"> • Tissues • Hand sanitizer • Band aides • Scissors and glue • Markers (especially fine tipped) or colored pencils • Highlighter • Ruler
<p>Expectations</p> 	<p>What you can expect from your teacher:</p> <ul style="list-style-type: none"> ○ Respect for your opinions and concerns ○ An orderly and managed classroom for an optimal learning environment ○ Motivation to do your best or better ○ Information for real world application ○ Assignments clearly written ○ Accurate grade and attendance records ○ A love for teaching <p>Students are expected to:</p> <ul style="list-style-type: none"> - READ, give oral reports, and participate in group activities - Allow Ms. McGaha to teach effectively by not disrupting class - Complete assignments quietly and cooperatively - Be in your seat and ready to work when the tardy bell rings - <u>Have NO food, drink, or candy in the room. School policy!! No hats allowed.</u> - Stay in your assigned seat until dismissed - Change tasks quickly and without disruption - Be appropriately dressed according to the school handbook - AND FINALLY... come to class with a positive attitude and be ready to learn

Grading Scale	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Grading</td> <td style="width: 33%;">A = 90~100%</td> <td style="width: 33%;">Term Weights</td> </tr> <tr> <td>Tests – 50%</td> <td>B = 80~89%</td> <td>Q1, Q3 – 40%</td> </tr> <tr> <td>Quizzes – 15%</td> <td>C = 70~79%</td> <td>Q2, Q4 – 40%</td> </tr> <tr> <td>Classwork – 30%</td> <td>D = 60~69%</td> <td>Final Exam – 20%</td> </tr> <tr> <td>Student Engagement – 5%</td> <td>F = Below 60%</td> <td></td> </tr> </table>	Grading	A = 90~100%	Term Weights	Tests – 50%	B = 80~89%	Q1, Q3 – 40%	Quizzes – 15%	C = 70~79%	Q2, Q4 – 40%	Classwork – 30%	D = 60~69%	Final Exam – 20%	Student Engagement – 5%	F = Below 60%	
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Grading 	<p>Students will be graded on classwork, quizzes, tests, participation, and presentations.</p> <p>Students can expect classwork on a daily basis. Classwork will be graded on the following scale: 100 = work is complete and accurate. 85 = work is complete but with more errors. 70 = work is incomplete or has a lot of errors. 0 = classwork was not done.</p> <p>Students who are absence have two days upon return to make-up work for full credit. After the allotted number of days has expired, per Wake County Board of Education, 7 points will be deducted daily until the assignment is completed, up to a 35 point deduction. It is the STUDENTS responsibility for getting all missed assignments, quizzes, and tests made-up. IT IS NOT THE TEACHER’S RESPONSIBILITY TO TRACK STUDENTS DOWN FOR MAKE-UP WORK. Further, the use of class time will NOT be used for making up quizzes and tests. If you miss a quiz or test, you will need to attend MY SMART lunch in order to make-up those assignments. Failure to attend SMART lunch will result in a 0 being recorded in the gradebook until the quiz or test has been completed.</p> <p>Deadlines</p> <ul style="list-style-type: none"> ❖ Missing assignments will be accepted until the end of the quarter. No assignments from previous quarters will be graded. ❖ All assignments (not including quizzes and tests) will have 7 point deduction for each day the assignment is late (up to five days). After the fifth day, the highest grade you will receive for the late work is a 65. <p>Quizzes given will be announced. Tests will cover unit material previously covered on the quizzes. Questions are based on VoCATS – our end of course test. All students must take the final exam. The CTE VoCATS finals are state finals, and, therefore, there are no exemptions from the final exam.</p> <p>Final grade will be based on the following:</p> <ol style="list-style-type: none"> 1. First quarter – 40% 2. Second quarter – 40% 3. VoCATS Final – 20% 															
Class Openers 	<p>Students are expected to enter the classroom ON TIME and begin getting materials for activities listed on blackboard. An outline of the day’s activities will be provided. I do uphold the tardy policy of PCHS.</p>															
Computers and the Internet 	<p>We will spend the majority of the class time on the computers, as this is a computer based class. However, you are not to play games, stream music, or be on YouTube at any time. You will be written-up for repeatedly not following directions.</p> <p>Any student who is misusing the computers or the Internet will be asked to move from the workstation and all work must be completed on their own time or by hand. Serious computer abuse issues will be referred to the Administrative Team.</p>															

<p>Canvas</p> 	<p>I utilize an online tool called CANVAS. It is a website I use to keep parents and students informed of class activities. The web address for Canvas can be accessed through wcpss.instructure.com. The passwords will be the students' school identification number. Here, you will find all the information for the course and daily activities. Please refer to Canvas if you are absent for an extended period of time. You may turn in assignments from home to avoid getting the 7 point increment deductions for submitting late assignments. My blackboard page is updated regularly, however, student are also strongly encouraged to use the classroom whiteboard and listening skills to learn about assignments and due dates.</p>
<p>Fire Drills</p> 	<p>Students are to exit the building in an orderly fashion. Once outside, students are to group together in our designated spot. I must check the roll and account for every student. Fire drills are not designed for you to hang out with friends in other classes.</p>
<p>Field Trips</p>	<p>There are no field trips for this class, per say. However, if you would like to participate in one of our clubs, you will have the opportunity for off-campus, school approved activities :o)</p>

FBLA

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