

## Keyboarding/Microsoft Office

This full-year course will enable students to develop advanced computer skills in applications such as word processing, spreadsheets, and graphics using Microsoft Office 2003. Students are encouraged to pursue (MOS) Microsoft Office Specialist Certification (online tests given by Microsoft for a fee comparable to Advanced Placement tests) and can prepare for these exams by joining the MOS Club, using online resources, and being successful in this class.

### Supplies Needed for Class:

Bring the following supplies to class with you each day:

- ☐ Pen – blue or black ink
- ☐ Notebook paper (for notes to be kept in your binder)
- ☐ 3-ring loose leaf binder with 5 dividers labeled as follows:

Computer Operations  
PowerPoint

Keyboarding/Word Processing  
Access

Excel

Before and After School Hours/Extra Help: Monday through Thursday – Room 103

### Attendance:

1. Students should get a drink, go to the lav, & go to their locker before coming to class. BE ON TIME. You will sign the late book each time you are late. Students will lose 2 points for being tardy unless they have a pass. After the 3rd time you are tardy, you will receive detention.
2. If a student is legally absent from class, he/she must make up work within one week of the absence. If a student is illegally absent, no make up work will be given.

### Grades:

The quarterly grade will be determined by:

- |  |   |
|--|---|
| <input type="checkbox"/> Class Participation   | <input type="checkbox"/> Completion of all required assignments |
| <input type="checkbox"/> Notebook organization | <input type="checkbox"/> Attitude & work habits                 |
| <input type="checkbox"/> Tests                 | <input type="checkbox"/> Projects                               |

### Student Responsibilities:

When you have a job, an employer expects you to be working at your starting time, not arriving for work. Please arrive before the bell and complete the procedures below:

1. Cell phones and i-Pods are to be put away and turned off. If you have these out, they will be turned over to administration.
2. When directions are being given, LISTEN.
3. If students attempt to spend their time in class socializing, sleeping, or refusing to work, not only will it be difficult for them to pass the course, disciplinary action will be taken.
4. No food is allowed in the computer lab.
5. The playing of games/music or downloading of games/music will not be tolerated.
6. If you notice anything different about your computer or workstation, please notify me ASAP.