**Book: Microsoft Office 365 & 2016 – Introductory**

**Instructor:** Mrs. Lyndy Higgins

**Office: Room 42**

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**Course Description:**

This is a technology course which uses computers and Microsoft Office products. The course covers complex business and personal applications and concepts for Word, PowerPoint, Excel, and an introduction to Access.

**Text/Materials:**

Text: Beskeen/Cram/Duffy/Friedrichsen/Wermers, *Microsoft Office 365 & 2016 – Introductory*

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

**Grading:**

Participation points will be given weekly, **1poin**t will be awarded for each day of attendance and participating in the class.

At the end of the semester students will have a finale that will show their understanding of the concepts of Microsoft Office Suite 2016. This project is a large part of their grade: 2-4-page word document (Times New Roman, 12 pt. font, double spaced), 1 Flyer, and a 10 slide PowerPoint presentation that they will give to the entire class. Within the project student will need to include an Excel and Access chart. The project grade:*75pts Word doc., 75 pts PowerPoint slide presentation, 50pts Flyer, 50pts Excel Chart, 50 pts Access chart = 300pts.*

**Course Policies:**

*Missed Classes*: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during her office hours or other times. Missed or late quizzes are to be made up within 2 days of returning to the class.

*Assignments:*

All assignments are due by the end of class on the date due. Late submission of assignments will be assessed a penalty of -10pts per day. **No exceptions are made.** Students are to have all work turned into the Google Classroom, unless other instructions are given. **Once the class has completed a Unit (Word, Excel, PowerPoint, or Access) students will be given 3 class days to complete and turn in all missing work or take an incomplete for that assignment.**

**CLASSROOM RULES & PROCEDURES**

1. Cell phones/ electronic device should be turned off during class time & left in backpack or purse; unless permitted.
   1. 1st Violation- Cell Phone/ electronic device is confiscated; student can pick it up at the end of the day
   2. 2nd Violation- Cell phone/ electronic device is confiscated; parents must pick up from the main office.
   3. 3rd Violation- Student could lose the privilege of having a cell phone/ electronic device in class or in school, depending on the violation or administrator’s discretion
2. Students may have non- messy snacks and drinks with a spill proof lid- ONLY. **NO GUM** is allowed at any time. Trash must be cleaned up by student at all times. Violators will have their snack/drink privileges taken away.
3. **Work stations are to be left in an orderly fashion each day**. Trash in the trash, computer logged out, and work station tidy. ***Violators*** will have lunch detention in the class cleaning the work stations.
4. Do not share your computer password with another student. NO EXCEPTION!
5. In order to receive a grade on an assignment turned in to the teacher, you must have a duplicate copy of your work saved in your folder on your computer station; otherwise, a zero will be given.
6. All parties involved in a cheating incident will receive a zero on that assignment, parents may be notified, and a referral may be written (Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the high school).
7. Do not disconnect, switch, add, or remove peripherals (keyboards, mice, etc.) from computer.
8. No playing of games on the internet during class, unless otherwise permitted. Those that continue to violate this rule will have the internet locked on their computer.

1. Students may not participate in text messaging, emailing, twittering, internet chatting or going to Facebook during class time, unless it is part of a class assignment or activity.
   1. Any student caught bulling or using the classroom resources at any time in a negative way will be reported to administration immediately (this goes for inappropriate screen savers)
2. Flash drives are not permitted in this class, and no copying of information to or from CDs or DVDs is allowed without the permission of the teacher.
3. Students must uphold the Fair Use Guidelines & copyright laws when using resource materials from the internet.
4. Students who engage in talking, texting, or social media/web use during testing will receive a zero.

At the end of this class students will have a strong foundation of Word, Excel, PowerPoint, and a basic start to the concepts of Access. We will be work very quickly through the modules and the students will be expected to meet all work due dates. At the end of each section the students will have a down day where they will have an opportunity to watch a movie with a computer base. All movies shown in the classroom are **PG-13, PG, or G.** If there are any problems, please notify me and arranges will be made for all students to participate.

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Student Signature Date

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Parent/Guardian Signature Date

\*By signing the above you are agreeing to the above rules and policies for BCA-1

\*\*This class does have a radio. The radio is pre-set to Radio Disney

\*\*\*Pre-Selected movie selections- you may look these up on IMBD.com

**The Secret Rules for Modern Living: Algorithms- Documentary 2015- TV-G**

**Something Ventured – Documentary 2011- NR**

**Codegirl- Documentary- 2015 TVG**