Ms. Dawn Parks

CTE

Room 2820

Microsoft Imagine Academy Word/PowerPoint

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*2017-2018 Classroom Syllabus*

# Dear Students, Parents, and Guardians:

# Welcome to MSIA! The following guidelines and policies are important for success in this class. These policies are detailed below. I have high expectations for each student and look forward to a productive and successful semester. If you have any questions, the best way to contact me is by the email address listed above.

Sincerely,

Ms. Parks

## Course Description

The Microsoft Imagine Academy consists of a software and curriculum package that provides the most up to date technology and curriculum resources. Curriculum includes Microsoft Official Academic Course (MOAC) eBooks (digital textbooks), Online Learning courses - web-based modules and instruction, which allow students to learn Microsoft Word and PowerPoint at their own pace. Test banks, projects, and exam review kits are also available to prepare students for certification. Students will take the Microsoft Office Certification Tests for Word and PowerPoint 2013. There is no charge to take the certification tests. Certification exams are offered by (Microsoft's partner) [Certiport](http://www.certiport.com/portal/desktopdefault.aspx?TZ=-4).

# Classroom Expectations

All school and school district rules, as explained in the school district’s student handbook, will be followed. I also expect students to…

1. Be on time… our class will start when the bell rings.
2. Our class will be a “Red Zone” for cell phone usage and FIDGET SPINNERS. When entering all this class each day, students will immediately silence or turn of their cell phone and put it away each day. The cell phone will not be used unless specified by me directly. Fidget Spinners also need to be put away at all times.
3. REFRAIN FROM UNAUTHORIZED COMPUTER USE. ABSOLUTELY NO PLAYING OF COMPUTER GAMES, WATCHING VIDEOS, CHECKING EMAIL, OR NO PRINTING UNLESS INSTRUCTED TO DO SO.
4. Be considerate…show respect for school property, faculty, staff and especially each other.
5. Do not bring food or drinks into the lab except for water.
6. You are responsible for ensuring that you complete all assignments. If you miss a day, check the Canvas site for any missed assignments.
7. Students will remain seated and working until the bell rings. Absolutely no standing by the door waiting for the bell!

## Consequences

The following consequences will be used for minor behavioral or classroom discipline problems such as disrupting class, non-compliance, or visiting unauthorized websites.

**1st Offense** – Warning

**2nd Offense** – Conference with student

**3rd Offense** – Lunch/After school detention and notify parent or guardian

**4th Offense** – Office referral and notify parent or guardian

Students who commit major infractions or misbehave excessively will be sent directly to the discipline office and parents or guardian will be notified immediately.

# Classroom Guidelines

# The following is a list of guidelines that will help you be successful in MSIA:

**Grading:**

**For the course:**

Final exam 20%

1st Quarter 40%

2nd Quarter 40%

 **During the quarter:**

Classwork 15%

Quizzes 20%

Projects 30%

Tests 35%

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F Below 59

Grades may be checked online using PowerSchool. Students are responsible for their grades and students and parents should check PowerSchool frequently to ensure there is no missing work.

### Late Work:

Late work will be accepted with a 5 point deduction for every day the assignment is late. The minimum grade will be a 50%.

# Attendance:

Students who are absent are responsible for make-up work. **It is the student’s responsibility to find out missed assignments (this includes quizzes and tests).** You will have 2 days (for each day absent) to complete missed work beginning the day you return to school.

**Tardies:**

Students are expected to be seated and ready to work when the final bell rings. Tardies will be handled according to the Athens Drive Magnet High School tardy policy.

# Classroom Procedures

# The following is a list of procedures that will help you be successful in MSIA:

**Turning in Assignments:**

Completed assignments will be submitted in Canvas as instructed. Many assignments are graded visually on student’s computer. Follow the directions provided with the assignment.

**Saving Computer Files:**

Most files should be saved using the file name given in the instructions. Many times throughout the course you will be asked to retrieve files for revision. Naming them correctly will make retrieval much easier. Do not print unless you have been instructed to do so.

**Requirements for tutorials:**

1. Minimum of 4 tutorial sessions per class per semester (min. of 2 per quarter). You may be assigned more as needed. Tutorial sessions can be for remediation, extra help, tutoring others, make-up work, etc.
2. Tutorials will count as a quiz grade as dictated in the grading plan.

Tutorial A on Monday

Tutorial B on Friday

Students must be in the room within the first 5 minutes of tutorial. It is the student’s responsibility to sign in for tutorial.

Students should be working on class word during tutorial time.