**Teacher: Mr. Styliadis**

**Room: M106**

**SmartLunch: Tuesday A, Friday B – Room M106**

**Email:** **pstyliadis@wcpss.net** ***(students, please only use your school email to contact me)***

**course Description:** Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and software tools to tackle real-world challenges in the classroom environment. This course is designed to help student master advanced skills in the areas of spreadsheet and database. Students will apply basic, intermediate and advanced spreadsheet software skills using Microsoft Excel. Likewise, Students will apply basic, intermediate and advanced database software skills using Microsoft Access.

**Supplies**

**PCHS basIC expectations**

1. *Be present and on time.*
2. *Be prepared for and engaged in learning.*
3. *Be a person o character.*
4. *Comply with PCHS and WCPSS policies.*
* Notebook and folder OR 1” – 1 ½” binder and paper – *optional*
* Pencil/pen
* Headphones
* Flash drive – *optional*

**Classroom Rules**

1. **Arrive to class on time.** All PCHS rules will be enforced for students who arrive late to class.
2. **SmartLunch**. Students are expected to attend a minimum of four SmartLunch sessions each quarter: TWO before interim and TWO after interim.
3. **Attendance**. It is very important that students attend class everyday. If a student misses class, it is her/her responsibility to obtain all missed work and turn-in any missed assignments. If a student needs assistance understanding and/or completing missed work, this can be done during SmartLunch.
4. **Classroom cleanliness**. Students are responsible for maintaining the cleanliness of the room. At the end of class students need to clear their workstations of paper, pencils, trash, etc., and **no food or beverages are allowed in the labs**.
5. **RESPECT**. Students are expected to show respect for their classmates and the teacher.
6. **Late Work**.
	1. Students will be allowed to hand in late work during SMARTL lunch ***ONLY***.
	2. Students must sign the “Late Assignment Form” to receive credit. Only a lesson of late work per SmartLunch is permitted.
	3. Late work ***will*** be penalized.
7. **Cell Phones.** It is important that cell phones not be **SEEN** in class. Cell phone policy as follows:
	1. **First Offense**: Warning
	2. **Second Offense**: Parent Contact
	3. **Third Offense**: Lunch Detention
8. **Computer Usage**.Computers must be used to complete work for this class only. Students should not use computers to complete work for another class, play games, listen to music, download materials, social media, etc.

***Failure to comply with the Wake County Acceptable Use Policy will result in a loss of computer privileges.***

**Grading procedures**

 **Tests** (50%)

* If a student misses classes, remember it is the student’s responsibility to makeup the test during SmartLunch. There are no test retakes.

**GRADING SCALE**

**A = 100 – 90**

**B = 89 – 80**

**C = 79 – 70**

**D = 69 – 60**

**F = 50 and below**

**Quizzes** (10%)

* If a student misses classes or wants to make it up, it is their responsibility to make it up during SmartLunch.

**Assignments** (35%)

* Students will be given in-class assignments daily.
* All assignments will be due Sunday night at 11:59 PM unless otherwise stated.
* PLEASE REMEMBER: If a student misses class, it is her/her responsibility to obtain all missed work and turn-in any missed assignments. If a student needs assistance understanding and/or completing missed work, this can be done during SmartLunch.
* Files will be named accordingly, or points will be deducted.
	+ <Last Name><FirstInitial><Assignment>
	+ ***Example:*** StyliadisP\_IntroAssignment.doc

**Student Engagement** (5%)

* **Quizzes** - If a student misses classes, remember it is the student’s responsibility to makeup the test or quiz during SmartLunch.



Microsoft Office Certification

Students will have an opportunity to receive a Microsoft Excel & Access certification through this course. The Microsoft Office Specialist certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.