**Teacher: Mr. Styliadis**

**Room: 3613**

**SmartLunch: Monday A *(will be open B unless otherwise stated)***

 **Wednesday B *(will be open A unless otherwise stated)***

**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. In the first part, students will learn to use the newest version of Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them. In the second part, students will learn to use the newest version of Microsoft PowerPoint interface, commands, and features to create, enhance, customize, and deliver presentations. In the last part, students will learn to use the basic features of the newest version of Publisher to create, customize, and publish a publication.

**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

**Classroom EXPECATIONS**

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 every day. If a student misses class, it is **HER/HER RESPONSIBILITY** to obtain all missed work and turn-in any missed assignments. Student must come in to work within the first SmartLunch available, **AND** sign late assignment sheet. All test and quizzes missed do to an absence must be made up during **SmartLunch ONLY**.
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 **SMARTLLUNCH ONLY**.
	2. Students **MUST** sign the “Late Assignment Form” to receive credit. Only one chapter of late work per SmartLunch is permitted.
	3. If a student attempts to hand in all late work the day before the quarter ends, I will only grade one lesson of work. **SMARTLUNCH ATTENDANCE** IS **MANDATORY** to turn in late work.
	4. Late work ***WILL*** be penalized. If an assignment is late, the highest grade a student can receive is a 70%.
7. **Plagiarism will not be tolerate.** Students will both receive 0’s, and further punishment will be determine.
8. **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
9. **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** (60%)

**GRADING SCALE**

**A = 100 – 90**

**B = 89 – 80**

**C = 79 – 70**

**D = 69 – 60**

**F = 50 and below**

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

**Quizzes** (10%)

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

**Assignments** (25%)

* 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%)

* **Bell Work Assignments**

**HONORS CREDIT** - ***Students*** *must complete an honors project for both Microsoft Word & PowerPoint.*



Microsoft Office Certification

Students will have an opportunity to receive a Microsoft Word & PowerPoint 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.