



# Welcome to Intro to Office Productivity

*Mrs. Burnett, Room 503*

*Northern Guilford Middle School*

## Course Overview: 2024-25

### Welcome to the 2024-25 school year at Northern Guilford Middle School!

The world of business is evolving at a rapid pace. The technical and soft skills acquired in this class will be essential to students as they prepare themselves for the 21<sup>st</sup> century workplace. Because of these changes, I am excited to guide your scholar's journey as we navigate the world of business.

**Email:** [burnetr@gcsnc.com](mailto:burnetr@gcsnc.com)

**School Phone:** (336) 605-3342 extension 488631

**Webpage:** Can be found on the school web site.

**Canvas:** Daily Announcements, Assignments, Discussions will be posted daily on the class CANVAS Page.

### Course Description

This course is comprised of instructional modules designed to provide hands-on instruction in computer concepts and software applications. The software applications include Microsoft Word (word processing), PowerPoint (presentation software) and Excel (spreadsheets).

**Module 1:** Word Processing – Advanced Documents (Microsoft Word)

**Module 2:** Spreadsheets – Basics & Formulas (Excel)

**Module 3:** Presentation Basics & Techniques (PowerPoint)

### Grading Policy

Tests/Projects: 35%  
Classwork: 30%  
Quizzes: 25%  
Participation: 10%

### Grading Scale

A 90-100%  
B 80-89%  
C 70-79%  
D 60-69%  
F Below 60%

### Makeup Work Policy

When students are **ABSENT**, it is their responsibility to submit all assignments. Students have three days following their return to earn full credit on an assignment. After three days the late work policy goes into effect.

### Late Work Policy

Students may turn in work up to seven calendar days late with a 15-point penalty. No work will be accepted for a grade after seven calendar days.

### Credit Recovery Assignment Policy

Students are given the opportunity to drop the lowest classwork assignment grade if s/he has submitted all assignments for the grading period.

### Supply List

- ✓ Blue 2-pocket folder
- ✓ Pens/pencils
- ✓ Corded ear buds or headphones
- ✓ Disinfecting wipes
- ✓ Hand sanitizer

*"Every child deserves a champion, an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be."*

*- Rita Pierson.*

### Amazon Wishlist

