

# 7<sup>th</sup> Grade

Mrs. Johnson • ROOM 201 • Johnsoh3@gcsnc.com • 336-605-3333

## COURSE DESCRIPTION

### Introduction to Office Productivity

This course will cover the basics of Computer Skills and Applications. In this course, students will learn invaluable skills they will use for a lifetime. Students will learn advanced word processing, basic spreadsheets and how to use presentation software and techniques for professional presentations.



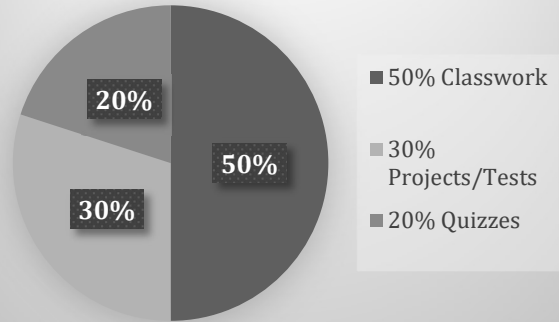
## GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	↓ -59

## CLASSROOM EXPECTATIONS

- Students should adhere to all NWMS policies and Guilford County Schools policies (see Family Handbook)
- Students should be in the classroom and seated prior to class beginning.
- Come to class prepared. Bring the necessary materials to class.
- Your best effort is expected with all assignments, group work, and interactions with peers and the teacher.
- **NO Cell Phones/Air Pods at any time.** These items may be held for pick up at the end of the school day by a parent.

## COURSE WEIGHTS



## STUDENT SUPPLIES

- Pencil/Pen
- Folder
- Personal Earbuds



## CLASSROOM WISH LIST

- Tissues
- Gift Cards (Amazon/Target)
- Candy



Amazon Wish List



I Strongly encourage students to check grades through CANVAS for the most up to date grades for this course. Grades will sync to PowerSchool each evening and may not always reflect the current grade.

**REMINDER:** Keep those backpacks light!

# 7<sup>th</sup> Grade

## COMMUNICATION

### CANVAS

Canvas is a Learning Management System (LMS), that will be used to distribute course content and collect most assignments.

Parents can gain access to Canvas through NCEDCLOUD to stay up to date with assignments and other important class information.

### REMINDE

Sign up for Remind for Class Announcements:

#### NWMS 7 Office Products:

Web Address:

<https://www.remind.com/join/33fkf26>

Text to 81010: @33fkf26

Web Browser on Phone: rmd.at/33fkf26

### LATE WORK

Students who are absent are expected to make up missing assignments and check CANVAS for any material covered in class. You will have **3** class days to make up assignments, tests, and quizzes.

Each day an assignment is late **1%** will be deducted.

#### End of Quarter Due Dates:

Quarter 1 – Friday, Nov 1

Quarter 2 – Friday, January 24

Quarter 3 – Friday, March 28

Quarter 4 – \*Friday, May 30

**Canvas will close, and you will be unable to submit Quarter Assignments past these dates.**

### OUR CORE VALUES

**RESPECT** every person. Build **RELATIONSHIPS** with those around you. Take **RESPONSIBILITY** for your choices and actions. **REPAIR** situations quickly and honestly. **REINTERGRATE** into a routine.

### CLASSROOM CONSEQUENCES

1<sup>ST</sup> Offense: Warning/Redirection

2<sup>nd</sup> Offense: Warning/Redirection with Conference

3<sup>rd</sup> Offense: Behavioral Reflection

4<sup>th</sup> Offense: Phone Call to Parent/Major Referral

Future Business Leaders of America inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experience.



- The Viking Market (School Store)
- Regional/State/National Competitions
- Fundraisers
- Community Service
- Leadership Development

# 7<sup>th</sup> Grade

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## Course: CY02 – Introduction to Office Productivity

### BU10 Module 6.00 Word Processing Advanced Documents

OBJECTIVES	Understanding advanced documents including Agenda, Minutes, MLA Research Reports
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### BU10 CSA Module 7.00 Spreadsheets – Basics and Formulas

OBJECTIVES	Understand the basics of spreadsheets including vocabulary, cell functions, formatting, formulas, and basic functions.
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### BU10 CSA Module 10.00 Presentation Basics

OBJECTIVES	Understand the purpose and procedures for developing a multimedia presentation.
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### BU10 CSA Module 11.00 Presentation Techniques

OBJECTIVES	Understand methods of presentation delivery and distribution.
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# CLASSROOM PROCEDURES

## Restroom Passes:

- Restroom passes may only be used after instruction or group activities and individual work is assigned.
- When given permission to go to the restroom, you will fill out the Restroom Pass on the Home Page of Canvas and get a signature on your RESTROOM PASS RECORD SHEET.
- You are allowed 4 restroom visits per Quarter. It is your responsibility to manage your RESTROOM PASS RECORD SHEET.
- Return the Restroom Pass to its Home. Only 1 person may go to the restroom at a time.

## Professionalism

- We will be following **SLANT**: Sit Up, Listen, Ask and answer like a scholar, nod your head and Track the Speaker.
- Students should not raise their hands while other students or teachers are talking. Please wait until they have completed their statement then raise your hand to speak.
- Say THANK YOU after you receive something from a teacher or student. (Handouts, pencil, etc.)
- Appropriate clapping only. No load or clapping too long.
- **NO FOOD or DRINK in the Computer Lab. If students get out a snack it will be thrown away and Drink Bottles will be forfeited until the end of the day.**
- **NO Cell Phones/Air Pods at any time.** These items may be held for pick up at the end of the school day by a parent.

## Tardy Policy

- Please be in the classroom and at your assigned seat when the bell rings.
- Sign into the Log in on the Supply Table for both excused/unexcused tardies. You must have a pass for an excused tardy.
- Tardies will follow the classroom discipline steps.

By returning the signed statement I acknowledge that I have read the course syllabus and that I have access to a copy on both Mrs. Johnson's website and the Canvas Course. The contents of the syllabus have been read and I understand the requirements and expectations of what content this course will cover, how to communicate with Mrs. Johnson and how my grade will be determined.

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Student Signature

Date

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Parent Signature

Date