



Course Description

Introduction to Office Productivity/Applications (CSA2) is designed to develop higher levels of computer use and skills.

Introduction to Office Productivity and Office Productivity Applications is a semester long course and is designed to develop understanding in:

- Advanced Word Processing
- Spreadsheets
- Presentations Basics and Techniques

Lab Rules

1. Be on time and prepared for class.
2. Gum, food, and drinks are to be enjoyed outside of lab.
3. Stay on Task—Do not stray from assigned classroom activities. This includes going into other files, hacking, or being destructive to computer hardware or software.
4. Sit in assigned area.
5. Respect yourself, teachers, classmates, and school property.

Needed Materials

Agenda (with Behavior Card), folder/binder, paper for notes, notes, and pen/pencil

Lab Procedures

1. Have necessary materials including agenda/behavior card at desk daily.
2. Follow proper care of equipment.
3. Keep organized.
4. Check Weekly Lessons on Class App and Google Classroom for assignments.

Communication

Website: www.wcpss.net/apexfriendships

E-mail:

Ms. Salvador: csalvador@wcpss.net

Website: <https://tinyurl.com/SalvadorClassApp>

-If absent, assignment can be found on website.
-Google Classroom (link found on class website) is available to view submitted work and graded Quizzes

Various software programs will be used throughout the course to teach the topics listed in the course outline. Some of these programs will include Microsoft MSWord, MS Excel, MS Access, MS PowerPoint, and iCEV.

Throughout the course students will be given quizzes and projects to demonstrate understanding.

Closing Steps:

1. Properly save/close documents and programs and Log Off account.
2. Clean up workstation.
3. Return materials properly.
4. Stand at assigned area and wait for teacher to dismiss you.

Grading Policy:

Major Grades 50% (projects and Assessments)
Minor Grades 40% (daily class work),
Homework/skills 10%

Late Work/Absent Policy

Assignments are due on assigned due date. They are considered late if turned in after end of day and will be deducted 11%. Assignments will not be accepted 2 weeks after due date. If Absent, student has 2 days to make up assignment.

Internet Use

Appropriate Internet use is required for course assignments. Inappropriate use will, not be tolerated (i.e., playing online games without permission, web browsing, YouTube, etc.).

Equipment

Tampering with equipment or another student's computer will not be tolerated. Disciplinary action may result with a signed Agenda, Write-up, or Referral to administration.

Student Name: _____

Student Class/ Period: _____

Parents & students please sign stating you have read the syllabus and return this page (keep the first page). Open communication is important between teacher & parents, please provide the best contact information.

Parent(s) email: _____

Parent(s) phone number: _____

Parent Signature: _____

Student Signature: _____

Dear Parent,

I'd like to welcome you and your child to CSA2 – Introduction to Office Productivity and Office Productivity Applications!

I will be using Google Classroom for submitting completed assignments and for taking quizzes. I will be sending an invite to you by adding your email to your student's account if you would like to follow and view their work submitted and view Quiz grades.

Please feel free to check my Google Classroom or website about classroom activities, assignments, quizzes, and grades.

Please return this page and keep the first page for reference. Thank you again for your support and for all you do. Looking forward to a great semester!

Ms. Salvador