

Office Productivity Suite

Ms. Schaffer
2nd and 5th hour plan

jschaffer@ucityschools.org

(314) 290-4109

Course description:

Students will learn computer basics, and word processing, Students will learn proper keyboarding techniques and formatting skills.

Class Expectations:

- Attendance: Classes may be virtual but students are **required to attend** class every class period the course meets **AND** should be on time.
- RESPECT: As in a physical classroom all students are expected to listen to the teacher as they present information or to classmates who are speaking to the class. Your specific teacher will provide you with lecture protocol.
- Work & Assignments: All assignments are expected to be turned in **on time and by the end of class.**

Course Objectives: Office Productivity Suite is one of those classes that is crucial for you to attend every class. What you learn today will be applied in tomorrow's lesson.

Instructional methods to be used:

- We will use overheads for lecture
- Guided practice and Videos
- Independent study.

Required Materials

- Working computer or charged Chromebook
- Positive Attitude

Grading Scale is standard UCHS scale

A-100% - 90%

B-89% - 80%

C-79% - 70%

D-69% - 60%

F-<60%

Grade Distribution: Points may vary based on teacher, these are just approximations.

Type of assignment	Percentage	Points	Assignments
Summative	70%	600 -1200	Quizzes over: Memos Unbound Reports Tabs Tables Final Exam
Formative	30%	600-1200	Warm ups Memos Unbound Reports Tabs Tables MLA Format Excel spreadsheets

Academic dishonesty: District Policy

All student(s) caught cheating on any assignment will receive a zero for that assignment. Parents of the student(s) along with the appropriate principal will be contacted and a conference will be scheduled. This includes the student whose work was copied. Plagiarism is cheating.

Completing assignments:

It is your responsibility to turn acceptable assignments in **on time**.

Late work & Absences: We in the Business Department ask that either the student or the parent email the appropriate teacher to inform them of a pending absence asap. This will cut down on the teacher emailing a parent or guardian about an absence. Secondly, any assignments missed is your responsibility to get the missing work (before the next class) and must be turned in by the next class unless prior arrangements have been made with the appropriate teacher. ***Remember you must verify absence and email me or this is mute.***

This syllabus is for your convenience and reference. The rules are to help prepare you for future endeavors (college or work). By signing, it confirms that you have read the information given to you. You may not agree with the information provided but a signature must be obtained in order to receive a grade.

Student printed name _____ Class period _____

Parent printed name _____ Date _____