

Trinity High School

BM10 Microsoft© Excel & Excel Expert

Mrs. Renee Driggers, Instructor rdriggers@randolph.k12.nc.us

Course Description

Students in Microsoft Imagine Academies benefit from world-class Microsoft curriculum and cutting edge software tools to tackle real-world challenges in the classroom environment. The class is designed to help you use the newest version of Microsoft Excel interface, commands, and features to present, analyze, and manipulate various types of data. Students will learn to manage workbooks as well as how to manage, manipulate, and format data.

Assessment Criteria

- Daily Classwork Management/Participation = 40%
 - Summative Assessments/Quizzes/Microsoft© Certiport Certifications = 25%
 - Formative Assessments/Tests = 35%
- *Required CTE final Exam = 25% of final semester grade

“Open Door Policy”

Students, please feel free to stop by the classroom if you need extra help with class or have questions. Parents, you may contact me at 336-861-6870 to make an appointment or email me at rdriggers@randolph.k12.nc.us Tutoring and computer lab time is available after school as arranged.

Parents/Guardians - please return if possible:

Your student is enrolled in Microsoft© Excel class this semester. I have high expectations for my students and desire your cooperation in seeing that he/she is successful in completing this course. Please sign below acknowledging your understanding of this syllabus and classroom expectations. If you need to contact me, please call the school office at (336) 861-6870 or via email: rdriggers@randolph.k12.nc.us

Student Signature: _____

Parent/Guardian Signature: _____

Parent Cell Phone number: _____

Parent(s) Email: _____

Do you have PowerSchool Parent portal? YES or NO (circle one)

Which method do you prefer me to contact you - telephone or email? (circle one)

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Classroom Expectations

1. Students should enter the classroom prepared to be an active learner and follow the THS attendance policy. When entering class, log into your computer, log into your Canvas account, and begin the bell ringer activity posted on the Smartboard. Remote learners should participate in class Google Meets.
2. Please be in your seat before the tardy bell rings. Tardies will be cumulative throughout the school day. If you are tardy, you must check into the office to retrieve a note before entering the classroom.
3. After an absence, students have three school days to complete all assignments on Canvas for the day of the absence. Make up quizzes, tests, and other formal assessments must be arranged with me. It is the student's responsibility to ensure all missed work is made up in a timely manner. Canvas/Google can be accessed from a computer with internet access. The computer lab is available after school as arranged.
4. During announcements or emergency alerts, students should stop working to listen to instructions.
5. Students should not access an internet website without permission. Absolutely no playing games on the computers. Extra assignments and engaging work is provided if a student finishes early.
6. If you have a question, use the red card or raise your hand and I will recognize you in a timely manner. Please do not talk while others or myself are speaking. You should also be respectful of your classmates, listen to others, and participate in classroom discussions.
7. Students should take time to quickly use the restroom between classes. If you should need to use the restroom, please ask permission, sign the hall pass, and leave your cell phone in your bookbag.
8. No food, gum, or drinks (except for bottled water) should be brought into the computer lab. Treat the computers and accessories with care.
9. Students are not permitted to wear hats inside buildings.
10. No cell phones or electronic devices are to be used in the classroom unless you are given specific permission and are participating in a class activity. All cell phones should be out of sight and either turned off or on silent. The consequences of violating the cell phone use policy are stated in the THS Student Handbook and posted in the classroom.
11. Headphones/earbuds are permitted ONLY when given permission.
12. Listen to directions. We work in groups frequently in this class, so you need to cooperate with your group. This prepares you for the "real world" and guide you into learning how to collaborate with others.
13. When it is time to leave class, log out of your computer, clean up your work area (including bacterial spray), and push your chair under your workstation desk. The bell indicates that it is time to change class; however, I will instruct the class when to leave. Students are not allowed to line up at the door before the bell rings.
14. All students will have a Google account, use Google docs, and must follow the Randolph County School System's Technology Responsible Use Policy. Students and their parents are required to sign a Randolph County School System's Technology Responsible Use policy, Bring Your Own Technology Use form, RCS Release of Information, and Google Apps Use policy. These forms as well as a signed copy of this course syllabus will be kept on file.

I am looking forward to a great semester with all of the students!

Mrs. Driggers