



Welcome to Welcome to Intro to Office Productivity

Mrs. Kimberly English, Room 505

Southern Guilford Middle School

Course Overview

SGMC Vision

We strive to educate students and to assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected, and differences are

SGMS Mission

Southern Guilford Middle School is committed to providing a safe and orderly educational environment in which all students will experience success in social, academic, physical, and emotional development.

Welcome to the 2022-23 school year at Southern Guilford Middle School!

Greetings, students and parents! My name is Kimberly English, Business CTE teacher at SGMS. This is my 1st year teaching, and look forward to getting to know my students. I am very passionate about teaching, and we'll create a safe and team like atmosphere we explore the ever changing world of business. The technical and soft skills acquired in this class will be essential to students as they prepare themselves for the 21st century workplace.

Email: englisk@gcsnc.com

School Phone: (336) 674-4266

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

Test/Projects: 40%

Quizzes: 25%

Participation 15%

Classwork 20%

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 – 69

F = 59 and BELOW

Makeup Work Policy

Students are expected to make up work assigned during the absence within three school days of the students return to school to earn full credit. On the fourth day, the late work policy is followed. **The ultimate responsibility for makeup work lies with the student.**

Late Work Policy

Students may turn in assignments up to 7 calendar days after the due date with a **15 point penalty**. On the eighth calendar day, the work will not be accepted.

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**
- ◇ Green 2-pocket folder Flash Drive (used to back-up One Drive)
 - ◇ Corded Ear buds or Head-phones (Class computers do not have Bluetooth capability)
 - ◇ Disinfecting Wipes

We will be using Class Dojo for communication. Please use the QR code or web address <https://home.classdojo.com/#/signuoto> sign up.




“Watch your thoughts, they become words; watch your words, they become actions; watch your actions, they become habits; watch your habits, they become character; watch your character, for it becomes your destiny.”

FRANK OUTLAW