

**Southwest Middle School**  
**CTE Business Course Syllabus**

**2022-2023**

***It's All About the H.Y.P.E.! (Helping Young People Excel!)***

SYLLABUS

Introduction to Office Productivity

7th Grade

**Instructor Name:** Angela Sanders

**Email:** Ahsanders@gaston.k12.nc.us

**Room:** #209 CTE Business Computer Lab

**Description:** This course is composed of instructional modules designed to provide hands-on instruction in basic keyboarding skills, computer concepts and software applications. The software applications include word processing, desktop publishing, presentation software, spreadsheets, and databases. Communication skills and basic mathematical concepts are reinforced in this course. **This course is a semester-long course and students will take an end of course exam (EOC) at the end of the semester.**

**Class Expectations:**

- ❖ Students should be on time.
- ❖ Students should be prepared.
- ❖ Students should be courteous.
- ❖ Students should follow directions.

**Consequences:**

- ❖ 1st offense: Warning
- ❖ 2nd offense: Parent contact
- ❖ 3rd offense: Parent contact and teacher assigned consequences
- ❖ 4th and continued offenses: Re-direct

**Materials Needed:** Students will use a Google Chromebox provided by Gaston County Schools. Students are expected to use the equipment as directed by the teacher as well as take care of the equipment.

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**Attendance/Make up work policy:**

- ❖ Following any absence(s), it is required that a written document or e-mail be presented from the parent or guardian stating the reason for the absence.
- ❖ All absences will be coded unexcused in the computer until a written note or e-mail is received from the parent or guardian.
- ❖ Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused.
- ❖ In the case of excused absences, the student will be permitted to make up his or her work.
- ❖ The teacher will determine when work is to be made up.
- ❖ The student is responsible for finding out what assignments are due and completing them within the specified time period.
- ❖ For K-8 students, only 12 absences, including excused and unexcused absences, are permitted each school year.
- ❖ For additional information, please see
- ❖ GCS Student Code of Conduct.

**Grading Policy:**

Student grades are based on the following:

- ❖ 40% Tests (major projects, papers and performances)
- ❖ 30% Independent Work - (quizzes, classwork, common assessments, etc.)
- ❖ 20% Guided Work - (group activities, teacher led activities, etc)
- ❖ 10% Homework

The letter grade scale is:

- ❖ A = 90 -100
- ❖ B = 80 - 89
- ❖ C = 70 - 79
- ❖ D = 60 - 69
- ❖ F = <60

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**Please return this portion  
to Mrs. Sanders**

I have read and understand what is outlined in the syllabus. I also understand that there will be an end of course exam (EOC) at the end of the semester.

Student Name (printed): \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Cell Number: \_\_\_\_\_ Best Time to call: \_\_\_\_\_

Does your student have internet access? Yes \_\_\_\_\_ No \_\_\_\_\_

Any other information that I may need to know: