Course Description: In this class, students will learn about the features and functionality of the most widely-used productivity software in the world: Microsoft® Office®. Through video instruction, interactive skills demonstrations, and hands-on practice assignments, students learn to develop, edit and share Office® 2016 documents for both personal and professional use. By the end of this course, students will have developed basic proficiency in the most common tools and features of the Microsoft Office 2016 applications: Word® and Excel®.

Required Supplies: earbuds or headphones

Grading Policy:
Students will receive grades for various coursework. This coursework may include completion of activities, projects, quizzes/tests, participation, and daily assignments. Grade calculation will be based on total points earned. Assignments must be submitted in a timely manner. Assignments not submitted within a 2-week grace period after the due date will not be accepted. Students scoring an 80% or higher grade will earn high school credit for the Digital Literacy course.

Grading Scale:
    A   90-100%
    B   80-89%
    C   70-79%
    D   60-69%
    F   0-59%

Expectations: Students must only use computers for school-related activities during class. It is every student's responsibility to take proper care of technology equipment. Any student who damages technology or who knowingly accesses unauthorized material will be held accountable. It is expected that students will exhibit excellent work ethics, respect the library space, and follow The Bruin Way: Be Responsible, Be Respectful, Be Safe, and Be Here.

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If you have read and understand the information above, please complete this reply form. Detach the form and return to Mrs. Elliott in a timely manner.

Student Signature:_____   Date: _____

Parent/Guardian Signature:_____   Date: _____