

Personal Computer Skills

North Tonawanda High School



Mrs. Saeli

EMAIL : kmsaeli@ntschoools.org

PHONE : 807-3600 x1227

Course Description

This half unit course will enable students to successfully design, create, and format Word documents, Excel spreadsheets, and PowerPoint presentations. Students will be expected to create professional looking documents. As technology becomes increasingly important for school and work, this course is mandated as a graduation requirement for all North Tonawanda high school students.

Credit: ½ unit NTHS
Time: 20 weeks (half year)
Examination: Local
Prerequisite: None

Supplies Needed

- Flash Drive – 1GB or more storage
- Pocket folder with prongs (specific color)
- Pen or pencil

Grading

Assignments will be graded frequently using a point system. Grades will be based on homework, class work, projects, and quizzes.

☺ **Late work will not be accepted.**

Attendance

ABSENT FOR WHOLE DAY	ABSENT JUST FOR CLASS
<ul style="list-style-type: none">• Turn in missed work the day after you return to school. For example, if absent on Tuesday, and you return on Wednesday, work missed for Tuesday is due Thursday.• If absent for an extended period of time, see me to make arrangements for missed assignments.	<ul style="list-style-type: none">• You must hand in work that was due for class that day. If I am not in my room, place it in my mailbox.• Check with me for assignments done in class and turn those assignments in the next day.
<p><i>Please remember that late work will not be accepted. If you skip class, you will receive a zero for the work missed.</i></p>	

Conduct

To be a professional, follow the Four P's:

- PREPARED
- PROMPT
- PRODUCTIVE
- POLITE

Get involved with the Business Honor Society today! See Mrs. Saeli for details.