Syllabus

RCAS Policies/Procedures

Students will be required to follow all RCAS policies and procedures. To view the RCAS High School Student Handbook, click handbook.

Course Description

Students will be immersed in skills-based training to enhance their understanding of technology, software and applications. This course will cover topics such as word processing, spreadsheets, presentations and digital literacy. Students will gain career readiness skills in the areas of job applications, resumes, cover letters, and professional business communications

Course Learning Outcomes

Students shall exit the course with knowledge to create and edit word documents, use appropriate e mail etiquette, create and analyze spread sheets and graphs and create power point presentations.

Classroom Expectations (show how they are connected to schoolwide expectations)
RESPECTFUL:

• CLASSROOM EQUIPMENT WILL BE TREATED WITH CARE.

• STUDENTS WILL KEEP NOISE TO A MINIMUM.

• FOOD AND DRINK WILL NOT BE ALLOWED IN THE COMPUTER LAB.

PRESENT:

• ONLY APPROVED APPLICATIONS AND WEBSITES WILL BE ACCESSED IN THE LAB.

• STUDENTS WILL USE LAB TIME TO DO CLASS WORK.

COURAGEOUS:

• STUDENTS WILL PARTICIPATE IN ALL ACTIVITIES AND WORK.

Grading

Students will be graded on assignments involving the creation and modification of word documents, emails, PowerPoint presentations and Excel. The grading scale will be as follows:

90-100% - A

80-89% - B

70-79% - C

60-69% - D

59% or Less - F

Textbook

We will be using the Cengage online textbook

Reading

There may be content related articles found and implemented. These will be available for student/parent viewing through Canvas or upon parent/student request for a paper copy.

Optional Reading

There may be content related articles found and implemented. These will be available for student/parent viewing through Canvas or upon parent/student request for a paper copy.

Instructional Resources

In this Class students shall use Canvas, Cengage and Gmetrix