



[10-12 computer Applications]

Course Description:

Grade: 10,11,12

It is highly recommended that students with little to no computer skills take this foundational course. 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.

Students are introduced to Microsoft Office 2016 Word, Excel, Access, and PowerPoint; along with operating systems, Internet browsers, search engines, digital literacy, netiquette/digital citizenship and other practical applications of computers throughout the semester.

- We will be incorporating GMetrix software, which is a hands-on training and testing simulation for Microsoft Office. GMetrix aligns to both the state and national standards. GMetrix also prepares students who wish to obtain Microsoft Office Specialist certifications, which is an industry-valued credential, in the Advanced Computer Applications course.

Attendance: Students are required to be in school every day. Students are responsible for communicating with their teachers to make up missed learning.

Essential Skills: Upon completion of this course, students will:

- ✓ Create and format word processing documents for a variety of personal and work applications
- ✓ Create spreadsheets, edit cells, input formulas, and create graphs and charts
- ✓ Create and format professional presentation
- ✓ Develop digital literacy, netiquette and citizenship skills

Need for Assistance: Students may come in before school starting at 7:30am and after school until 3:45pm or make prior arrangements for an alternate time in order to receive additional help.

Course Expectations: Although not everything is graded, everything is important. In order to demonstrate growth and learning, students will need to:

1. Participate in class activities (take notes, work in a group, complete in class tasks, ask questions) without distractions (cell phones, games, etc.)
2. Use morning time and the teacher to seek help outside of class when needed.
3. Complete all assessments within teacher timelines.
4. Assignments are due on the assigned day which are listed in the Canvas.
5. Projects/Assignments need to be submitted to the correct area as instructed by the teacher.
6. All assigned work is required for completion of this course.

Grading

Learning (Practice): includes instructional activities in and outside of class and are not used in grade determination.

Skyward Assessment (Grades): may include quizzes, labs, learning checks, tests, speeches, performances, and projects. Categories that will be used: Assignments, Daily Grades, Projects, Quizzes and Tests, and Final Exam.

Final Exams: All students are required to take and complete semester finals in accordance with the semester exam schedule.

Final Grade	
A	100% - 90%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Calculations:

Final Grade Calculation	
Cumulative Grade	95%
Final Exam(s)	5%

Central High School Courses:

- Will determine grades based on student performance and growth.
- Will not include practice and behavior in grade determination.
- Will give all students regardless of absence an opportunity to demonstrate learning.
- Will not include extra credit

Instructional Resources: Textbook [digital] that will be used: Microsoft Office 365 / Office 2019 - Introductory Concepts and Techniques. Shelly Cashman Series and the World Wide Web will be used to provide materials as needed; Internet exploration by students; and any other materials as the instructor needs to supplement the curriculum.

Cheating/ Academic Dishonesty:

- ✓ Copying and plagiarizing is unprofessional, unethical, and unacceptable.
- ✓ “Borrowing” or plagiarizing of any kind could result in a zero ‘0’ for the entire project/assignment. When using an author’s work, give credit cite your sources.
- ✓ Copying someone else’s work could cause both you and the person who permitted you to copy their work could receive a zero (0) for the assignment.

Classroom Procedures & Guidelines:

- Harassment– zero tolerance! (Outlined in the Student Handbook)
- **Electronic Devices/Cell Phones/ Headphones/ Earbuds**
 - Need to be put away in a backpack
 - **Cell phone usage is not permitted during class time.**
All confiscated phones and ear buds will be turned into Administration and follow the school’s cell phone misuse policy.
- **NO food or drink** (except water which must be kept on floor)
- **Computer Usage**–follow Policy from the Student Handbook.
- **Equipment Misuse/Damages**--Any unauthorized handling of equipment, power switches, or supplies is prohibited.
 - *Students may be responsible for replacing or paying for any damaged equipment/materials.*
- **Talking** kept to a minimum so other students can focus on their work—do not disrupt others
- **Behavior** Students are expected to use good manners and be respectful and tolerant of all in the class. They are expected to be a positive, contributing member to the class.
- **Textbooks** do not leave the classroom and will be handled in such a manner as to not cause damage.
- NO rolling around on the chairs.
- Due to safety reasons, book bags are to be placed **under** the computer desks and the aisles kept clear.
- Leave the workstation area free of trash; chairs pushed in; textbooks in their proper location
- **Do not to line up at the door**
- **Students will abide by all of the CHS rules outlined in the handbook.**

COMPUTER AND INTERNET GAMES

- ✓ There will be NO computer or Internet games in the lab.

Supplies: None are needed for this class.

The teacher reserves the right to alter this syllabus at any time during the course.

Course Calendar/Pacing:

<p style="text-align: center;">August/September</p> <table border="1"> <tr><td></td><td></td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>			30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p style="text-align: center;">October</p> <table border="1"> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;">November</p> <table border="1"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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