Advanced Computer Applications

<u>This course requires students to have successfully completed Computer Applications (C or Higher)</u>

Course Length:	One Semester—½ credit	**Room Number:**	108
Teacher	Mrs. Lewis	**Email Address:**	britney.lewis@k12.sd.us

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COURSE DESCRIPTION:

Demonstrate that you have the skills needed to get the most out of Microsoft Office by learning the advanced features and techniques of Word, Excel, Access, and PowerPoint in order to earn a Microsoft Office Specialist (MOS) certification in specific Office programs. Microsoft Office Specialist certifications give you the tools to build a brighter future by achieving industry-recognized certifications, learning the computing skills companies are looking for, boosting your workforce resume, differentiating yourself from other job applicants, heightening your earning potential ($), and preparing yourself for a successful future.

- Students will continue with the use of the **GMetrix** software in order to help prepare them for Microsoft Office Specialist certifications.
  - Can you download GMetrix on your home computer or laptop? **YES!** Please visit https://support.gmetrix.net/download for downloading specs and instructions.
- Students can earn <u>MOS Certifications</u> in Word, Excel, PowerPoint, and Access

This is an advanced and more rigorous computer course.
Students should be able & willing to devote outside of class time for project/assignment completion, training, & studying.
Excessive absences or tardies may result in a determination that a student is unable to complete the class.

COURSE OBJECTIVES: Upon completion of this course, students will be able to:

✓ Use enhanced Word Processing features; mail merges, macros, references, tables
✓ Use enhanced Excel features; formatting, functions, formulas, pivot tables, combo charts
✓ Use enhanced Access database features, combo box, advanced forms, controls, macros
✓ Use enhanced PowerPoint features; formatting, video, sound, hyperlinks, reuse

MATERIALS:

✓ Ear buds/Headphones—used off and on throughout the semester
✓ Flash Drive--useful for transferring files/projects between home and school if needed!
✓ Folder—pocket folder for storing printouts, rubrics and assignments
✓ Please consider bringing supplies to help during the cold and flu season (tissues, hand sanitizer, etc.)

MAKEUP WORK:

I follow the District's absence/make-up work policy—no exceptions.

Students are required to complete missed work **on their own time!**

✓ Students will need to come into class during free/open hours to complete missed work or take assignments home if able. See *Need For Assistance Section*.
✓ It is the student's responsibility for getting assignments from the teacher/classmates/website (http://bc065.k12.sd.us).
✓ Work must be made-up in a timely fashion within the allotted time frame.
  - The district allows student's one extra day for the entire length of their absence.
    (E.g. absent 2 days, work must be made up by the end of the 3rd day after return to receive credit).

Students who will be excused in advance should have their work made up in advance.

✓ Excused *(Parent Excused, Excused, Medical, Field Trips)* and *Verified Absences*
  - All missed work may be made up at full credit.
✓ *Unexcused Absences (includes being more than 15 minutes late for class) & Teacher Cuts*
  - All collected work will receive a zero for the day.

Grade book

✓ *Assignments marked with * or as Missing*--assignments still able to be submitted for full points.
✓ *Assignments marked as 0*--assignment is late and no points will be awarded

Due to the rigorous nature of this course, excessive absences or tardies may result in a determination that a student is unable to complete the class and dropped with a penalty.

ASSIGNMENTS:

- ✓ Assignments are due on the assigned day, which are listed on the class website.
- ✓ Projects/Assignments need to be placed in the Dropbox and clearly labeled with the student's name, and the corresponding rubric completed and handed in by the due date in order to receive any credit.
    - ◆ Students have access to an online eBook and can download MS Office for free using their student Office 365 account.
    - ◆ Assignments must be submitted using the medium in which the teacher directed; otherwise, they will be counted as late and a zero (0) will be earned.
    - ◆ If assignment(s) are not electronically submitted within the Dropbox folder on the due date, it is considered late and a zero (0) will be earned. ** These are date and time stamped **

GMETRIX TRAININGS:

- ✓ GMetrix trainings need to be submitted on the due date or will result in a zero (0)
  ** These are date and time stamped through the GMetrix online instructor portal **
    - ◆ GMetrix trainings will take place during class time; however, students can also access GMetrix from their home computer or laptop (https://support.gmetrix.net/download).
    - ◆ Some GMetrix trainings require students to complete two submissions before earning a grade, which will be listed on the website. Each submission needs to be a passing submission to qualify as a submission.

UNIT EXAM/QUALIFYING EXAMS:

- ✓ Exams are administered within the classroom through the GMetrix software and are skills-based.
- ✓ Each exam is considered a unit exam and acts as a qualifier for the MOS Certification exam.
    - ◆ Students must score an 800 (80%) on the unit exam in order to be eligible for the MOS Certification exams, except for the MOS Access exam which only requires a score of 700.
    - ◆ Qualification exams can be retaken the following day **before school** (7:30) in order to attempt to qualify. The original score stands as the unit exam grade.
- ✓ Exams must be completed and submitted during class time unless the student has documented accommodations. If the exam is not submitted during class, the student will receive a zero (0).
- ✓ Exams completed outside of the classroom will earn at zero (0) unless the student has documented accommodations.
- ✓ **Cheating and/or talking while exams are in progress—automatic zero (0) for all involved!**
- ✓ If absent, exams need to be taken outside of class time on the day of student return.

MOS CERTIFICATION EXAMS:

- ✓ Exams are administered within the classroom through the Certiport software and are skills-based.
- ✓ There are specific rules & procedures that need to be followed as SHS is an authorized testing center.
    - ◆ Test candidate exam policies & Physical Testing Environment Requirements
- ✓ Students cannot take an exam until they have completed and returned the parental consent form.
    - ◆ Students are then able to log into Certiport.com and register as a student.
    - ◆ All information needs to factual and the email address provided needs to be a personal, non-school associated email that is checked regularly.
- ✓ Students will earn Digital Badges after passing an MOS Certification. These are web-enabled versions showcasing the credential, certification, and learning outcomes. The link to redeem each digital badge will be sent to the student's email that was provided during registration by a company called Acclaim.
    - ◆ Badges validate your skills and allow you to show the world what you have accomplished.

When a student passes a certification exam then all their submitted/passing unit assignment grades become 100%. It will NOT replace zeros that were given for unexcused absences or zeros for not submitting projects/assignments. It will NOT replace unit exam scores.

EVALUATION:
- ✓ Students will be graded on total points earned within the following categories:
    - ◆ Projects/Assignments, GMetrix Exams and Trainings, Daily Work/Participation
- ✓ Certifications passed will replace daily grades if zeros weren't issued for unexcused absences or failure to submit projects/assignments.
- ✓ 7-points grading scale for projects/assignments, trainings, daily work/participation.
- ✓ 10-point grading scale for unit exams.

NEED FOR ASSISTANCE:
- ✓ Students may come in before school starting at 7:30am and after school until 3:30pm or make prior arrangements for an alternate time in order to receive additional help.
    - ◆ *Working during lunch hours*
        - ▪ Students need to make arrangements prior to as my door may be shut & locked.
        - ▪ This is for work time/additional seat time only. No additional help will be provided.
    - ◆ *Work during student's open periods*
        - ▪ Of course! However, please remember that I may have other classes and am not available for additional help. It will be work time/additional seat time only.
    - ◆ *Work during teacher's planning period*
        - ▪ The computer lab will be **closed** during the teacher's planning period unless other arrangements have been made prior to.

No friends for company permitted in the lab, as students are here to work not socialize.

TARDIES: (Outlined in the Student Handbook)
- ✓ Students must be in their seats when the bell rings and their phones within the cell phone "garage" or they will be recorded as tardy.

CLASSROOM PROCEDURES & GUIDELINES:
- ✓ Harassment— zero tolerance! (Outlined in the Student Handbook)
- ✓ **Cheating/Academic Dishonesty will result in a zero with no options for redemption.**
    - ◆ Copying and plagiarizing is unprofessional, unethical, and unacceptable. "Borrowing" or plagiarizing of any kind will 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 will cause both you and the person who permitted you to copy their work to receive a zero (0) for the assignment.
- ✓ **Electronic Devices/Cell Phones**
    - ◆ Will be stored in the cell phone "garage" on the wall behind my desk and used to take attendance. If your student does not have a cell phone, please note so in the comments section of the Syllabus sign-off sheet as other arrangements will need to be made.
    - ◆ **Cell phone usage is not permitted during class time.**
        - *All confiscated phones will be turned into Administration and follow the school's cell phone misuse policy.*
- ✓ Listening to music is permitted during individual work time. (If you abuse it…you lose it!)
    - ◆ Music must be stored on a Flash Drive, as other devices & network folders are not allowed.
- ✓ **NO** food or drink *(except water which must be kept on floor in a container with a lid)*
- ✓ **Internet Usage**--School District policy regarding Internet usage will be followed. No Downloading!!!
- ✓ **Computer Usage**--Policy from the Student Handbook is strictly enforced. *Please read those pages carefully.*
- ✓ **Equipment Misuse/Damages**--Any unauthorized handling of equipment, power switches, or supplies may result in a reduction of course points or result in dismissal from the class.
    - ◆ *Students are 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.
- ✓ NO rolling around on the chairs and do NOT sit or lean on any of the counters/desks.
- ✓ Due to safety reasons, book bags are to be kept on the far counter and the aisles kept clear.
- ✓ Leave the workstation area clean – free of trash; chairs pushed in, etc.…
- ✓ **Remain seated until the final bell. Do not to line up at the door!**
- ✓ Students will abide by all SHS rules as outlined in the handbook.

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