

Computer Applications

Prerequisite for Advanced Computer Applications

This is a foundation course that is intended to precede all computer courses.

Course Length:

One Semester—1/2 credit

Room Number:

108

Teacher:

Mrs. Lewis

Email Address:

britney.lewis@k12.sd.us



COURSE DESCRIPTION:

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 skills-based training and testing simulation for Microsoft Office. GMetrix aligns to both the state and national standards. GMetrix helps prepares students who wish to obtain Microsoft Office Specialist certifications, an industry-valued credential, offered within the Advanced Computer Applications course.
 - Can you **download GMetrix** on your home computer or laptop? **YES!** Please visit <https://support.gmetrix.net/download> for downloading specs and instructions.
 - Can you **download MS Office** on your home computer or laptop? **YES!** Students have access to an online eBook & can [download MS Office](#) for free!

COURSE OBJECTIVES: Upon completion of this course, students will:

- ✓ Create and format word processing documents for a variety of personal and work applications
- ✓ Create databases, edit fields and records, perform queries, create reports and forms
- ✓ Create and format spreadsheets, edit cells, input formulas, and create graphs and charts
- ✓ Create and format professional presentations
- ✓ Develop digital literacy, netiquette, and file management skills

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.)

ASSIGNMENTS & TRAININGS:

No late work will be accepted...if it is late, it is a zero.

- ✓ 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 submitted 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 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 training will take place during class time; however, students can also access GMetrix from their home computer or laptop ([Technical Specs](#) & [Install Instructions](#)).
 - ◆ GMetrix trainings are eligible for redemption if they were initially completed and submitted on time and the redemption training was completed and submitted before the test. **It is the student's responsibility to inform the teacher that a training redemption has been completed and submitted.**

TESTS:

- ✓ All tests are administered within the classroom through the GMetrix software and are skills-based.
- ✓ Tests must be completed and submitted during class time unless the student has documented accommodations. If the test is not submitted during class, the student will receive a zero (0).
- ✓ Tests completed outside of the classroom will earn at zero (0) unless the student has documented accommodations.
- ✓ **Cheating and/or talking while tests are in progress—automatic zero (0)**
- ✓ If absent, tests need to be taken outside of class time on the day of student return.

EVALUATION:

Students are graded on total points earned within the following categories:

- Projects/Assignments, GMetrix Tests, GMetrix Trainings, Daily Work/Participation 90%
- Final Exam(s)--4-part GMetrix Summative Assessment 10%



7-point Grading Scale:

A 93-100%, B 85-92%, C 77-84%, D 70-76%

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.
 - ◆ 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

NEED FOR ASSISTANCE AND/OR EXTRA WORK TIME:

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 plan prior 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 have another class and am not available for additional help. It will be additional seat time only.
- ◆ **Work during teacher's planning period**
 - The computer lab will be closed during the teacher's planning period.

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 and their phones within the cell phone "garage" when the bell rings 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.****