

# Computer Applications

CTE Course: 10004

*This is a foundation course that is intended to precede further studies within the career pathway levels.*

**Course Length:** One Semester—½ credit

**Room Number:** 108

**Instructor:** Mrs. Lewis

**Email Address:** [britney.lewis@k12.sd.us](mailto: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 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.

## 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 and create reports and forms
- ✓ Create spreadsheets, edit cells, input formulas, and create graphs and charts
- ✓ Create and format professional presentation
- ✓ Demonstrate & communicate an understanding of a file management system
- ✓ Navigate the Internet, search and retrieve information
- ✓ Develop digital literacy, netiquette and citizenship skills

## MATERIALS:

- ✓ 2 GB minimum Flash/Jump drives
- ✓ Folder—pocket folder for storing printouts, rubrics and assignments
- ✓ Please bring 1 or all of the items listed below to help aid in the cold and flu season.
  - Kleenex/Puff tissues and/or Hand Sanitizer

## EVALUATION:

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

- Assignments, Test, Projects, Quality/Daily Work 90%
- Final Exam 10%

Grading Scale:

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



## 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 for additional help.

- Working during lunch hours (4th & 5th periods)?
  - Students need to make arrangements with me prior as my door may be locked.
  - This is for work time/additional seat time only.
- Work during open periods?
  - Of course! However, please remember that if I have another class, I will not be available for additional help. It will be additional seat time only.

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

## ASSIGNMENTS:

**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 <http://bc065.k12.sd.us/>

## TESTS:

All tests are administered through the GMetrix software and are project-based.

If absent, tests need to be taken outside of class time on the day of student return. I will have to create an access code in order for you to make up the test.

## 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.

## 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 instructor/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 3<sup>rd</sup> 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) and Teacher Cuts*

- All collected work will receive a zero for the day.

## Grade book

*Assignments marked with \*--assignment still able to be submitted for full points.*

*Assignments marked as 0--assignment is late and points will not be awarded*

## CLASSROOM PROCEDURES & GUIDELINES:

- Harassment— zero tolerance! (Outlined in the Student Handbook)
- Cheating/Academic Dishonesty will result in a zero with no options for redemption.
- Electronic Devices/Cell Phones
  - Will be stored in the cell phone "garage" on the wall behind my desk and this is how attendance will be taken. If your student does not have a cell phone, please note so in the comments section below 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 iPods, Cell phones and other devices are not allowed.
- NO food or drink (*except water which must be kept on floor*)
- 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
- Textbooks do not leave the classroom and will be handled in such a manner as to not cause damage.
  - Students are responsible for replacing or paying for any damaged textbooks.
- NO rolling around on the chairs.
- 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; textbooks in their proper location.
- Do not to line up at the door
- Students will abide by all of the SHS rules outlined in the handbook.

These rules will help you succeed in your studies.

----- Sign and Return to Instructor -----

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I have read and fully understand the course syllabus including but not limited to; course objectives, grading procedures, available times for assistance, cellphone expectations, and overall class rules.

I agree to abide by the procedures, guidelines, requirements, and rules of this class:

\_\_\_\_\_  
(Student's Name (Printed)) & (Signature) (Date) (Period #)

\_\_\_\_\_  
(Parent/Guardian's Name (Printed)) & (Signature) (Date)

Please make sure that your email address and contact information in Family Access is correct, as I will use that information in order to keep you up-to-date on your student's progress throughout the semester.

Please list any concerns or comments you may have at this time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact me directly through email, which I check on a regular basis

[Britney.Lewis@k12.sd.us](mailto:Britney.Lewis@k12.sd.us). I share my room phone with another teacher and therefore do not check it regularly and voicemail notification is a bit tricky!



Our class website is <https://bc065.k12.sd.us/> --assignments and due dates are listed here