Advanced Computer Applications

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

COURSE DESCRIPTION:

Take your assignments to the next level and show off your expertise in integrating software applications into projects and papers. Advanced techniques in word processing, spreadsheets, publication layout software and presentations will make your papers and projects shine! Take a peek and become familiar with Google and other Web tools. Delve into what it takes to be a good digital citizen.

- o This course assumes that students are familiar with the fundamentals of Microsoft Office 2013. These fundamentals were covered in the Computer Applications course.

TEXT:

Microsoft Office 2013 Advanced by Shelly Cashman Series

COURSE OBJECTIVES:

Upon completion of this course, students will:

- ✓ Use enhanced Word Processing features (mail merges, etc…)
- ✓ Use enhanced Excel features and formulas
- ✓ Use video software, voice recorders, and images to enhance presentations
- ✓ Critique web sites for its validity of content and understand digital etiquette.
- ✓ Develop and use various communication techniques

MATERIALS:

- Headphones—you will use these for several projects
- At least a 2GB Flash Drive for transferring files/projects between home and school! **(NOT required)**
- It would also be nice if your student could/would bring 1 or all of the items listed below to help aid in the cold and flu season.
  - o **Kleenex/Puff tissues and/or Hand Sanitizer**

EVALUATION:

Students will be 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 during their free/open periods.

- o If you would like to come in and work during lunch hours (4th & 5th periods) you will need to make arrangements with me prior as my door will be locked.

No friends for company will be permitted in the lab at that time.

TESTS: No cheating—Automatic zero (0)!!!

All tests are administered through a computer program called **ExamView**.
If absent, tests need to be **taken outside of class time** on the day of student return.

TARDIES: (Outlined in the Student Handbook)

Students must be in their seats when the bell rings or they will be recorded as tardy.

ASSIGNMENTS and MAKEUP WORK:

No late work will be accepted…if it's late it's a zero.
Assignments are due on the assigned day which is listed on the class website http://bc065.k12.sd.us/
Assignment extensions will not be given for long duration projects which are noted on the website.
All assignments are submitted through an electronic folder on the Stevens server called a **DropBox**.

- o If assignments are not in the **DropBox folder** when due, it is a zero (0).

I follow the District's absence/make-up work policy—no exceptions. Students are required to complete missed work **on their own time!**

> Students who will be excused in advance should have their work made up in advance.
>> *Any assignments that are withstanding may show a '0' in the grade book until the assignment is turned in*

Excused (Parent Excused, Excused, Medical, Field Trips) and Verified Absences

- All missed work may be made up for full credit.
- It is the student's responsibility for getting assignments from the instructor/classmates/website (http://bc065.k12.sd.us)
- Work must be made up within the allotted makeup time frame (e.g. absent 2 days, work made up in 3 days). The district allows you one extra day. In other words, ultimately you would have three days to make up the work in the previous example. If it is not in at that time, you will receive a zero.

Suspension (ISS, OSS)

- Missed work may be made up for partial credit (50%).
- 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, generally within the same number of days as the absence (e.g. absent 2 days, work made up in 3 days). Instructors may expect students to make up work during suspension and submit upon returning to school. . If it is not in at that time, you will receive a zero.

Truancy

- Work may be made up; however, it will result in zero credit for missed work.
- Students will be subject to loss of participation points.
- Students may be permitted to take exams for partial credit.

Unexcused Absences (includes being more than 15 minutes late for class) and Teacher Cuts

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

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

CLASSROOM PROCEDURES & GUIDELINES:

- **Harassment**—zero tolerance! (Outlined in the Student Handbook)
- **Electronic Devices/Cell Phones**
  o Will be stored in the cell phone "garage" on the wall next to my desk. This is how I will take attendance. If you do not have a cell phone, please see me.
  o Cell phone <u>usage</u> is not permitted during class time.
- Listening to music is off of the SHS network permitted during individual work time. (If you abuse it…you lose it!)
- **NO** food or drink (except water – must be kept on floor)
- **Internet and Computer Usage** --School District policy outlined in the Student Handbook is strictly enforced. No Downloading**!!!**
- **Power Switches/Damage**--Any unauthorized handling of equipment, power switches, or supplies will result in a reduction of course points or may result in dismissal from the class.
  o You will be responsible for replacing or paying for any damaged equipment/materials.
- Talking kept to a minimum.
- Textbooks do not leave the classroom and will be handled in such a manner as to not cause damage.
  o You will be responsible for replacing or paying for any damaged textbooks.
- Work at your own station—do not disrupt others and 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 your workstation area clean – free of trash; chairs pushed in; textbooks in their proper location.
- **Do not to line up at the door**
- Last class of the day needs to shut down the computers.
- 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, understood and agree to abide by the 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. 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