

BHS BUSINESS DEPARTMENT

COMPUTER APPLICATIONS SYLLABUS

Instructor: Mr. Thede

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PURPOSE OF COURSE: The student will develop proficiency in using range of application software available in Microsoft Office including Word, PowerPoint, Excel, Access, and Internet Explorer.

LENGTH OF COURSE: One Semester (18 weeks)

COURSE GOALS:

1. Display understanding of basic computer terminology and operations
2. Demonstrate ability to conduct basic troubleshooting for common computer problems
3. When directed, identify basic components of a computer
4. Know how to create and manage folders and shortcuts
5. Change printer settings and options
6. Understand data storage concepts and sizes
7. Know how to add and remove programs
8. Develop and demonstrate basic skill and knowledge of the following Microsoft applications:
 - Word
 - Internet Explorer
 - Excel
 - Power Point
 - Access
 - System Utilities

COURSE TEXT:

21st Century Keyboarding & Information Processing
Southwestern Publishing

SUPPLEMENTALS: Microsoft Office 2003 Volume I and II, Thompson Publishing

SUPPLIES: Pen or Pencil, notebook (students should have these items every day)

Since high school students are nearly adults they will be treated accordingly. It is the student's responsibility to ensure that they come to class with necessary items. With the exception of midterm and final exam, instructor will not furnish students with these items.

FOOD/DRINK: Since C12 is a computer lab food and drink are prohibited in the classroom. Water in sealable containers is permitted.

ATTENDANCE: Attendance is critical for success in this class. 5 points will be awarded each day for class participation. These points cannot be made up. Students with excessive unexcused absences (6 per grading period) may be given a failing grade and no credit for the class. Unexcused absences and tardiness will adversely affect student's grade. Excessive excused absences (other than medical) are strongly discouraged due to the fast pace and nature of class work.

Tardiness will not be tolerated. Students tardy for class will forfeit their participation points for that day. Entering the classroom after the bell rings to signal the start of class period constitutes one tardy. **3 tardy infractions will result in a tardy referral and a parent contact.** Additional tardiness will lead to a parent-teacher conference.

BEHAVIOR: Misconduct in class including profane/inappropriate language, defiance, unauthorized use of internet, playing games, text messaging, and fighting will all result in loss of daily participation points and administrative discipline.

MAKE UP & LATE WORK: It is the student's responsibility to make up work following an absence. It is not Mr. Thede's responsibility to remind students of missing work. All assignments are due on the assigned date. No credit will be given for work turned in one week following the due date. Quizzes (normally given on Friday or the last school day before a holiday) can only be made up beforehand when anticipated absences are expected.

HALL PASS: Hall passes are given on an "as needed" and are limited to the bathroom. Hall passes will not be given for other reasons (exceptions allowed at discretion of instructor) Frequent requests will lead to permanent denial of hall passes.

HOMEWORK: Aside from studying for quizzes or tests there will be very little homework in Computer Applications. Nearly all graded assignments and projects will be completed during class time using lab computers. Sufficient lab time will be given in class to complete assigned work. The classroom is available for make up work outside of school hours by appointment only. Students desiring to complete work must make prior arrangements with instructor.

Quizzes cannot be made up. If a student knows that they will be absent the day of a quiz they may request to make it up in advance. Sports and Extracurricular activities are not acceptable excuses for missing quizzes.

GRADING SCALE AS FOLLOWS:

A	90-100%
B	89-80%
C	79-70%
D	69-60%
F	59% and below

GRADES ARE WEIGHTED AND ARE BASED ON THE FOLLOWING:

Test/Quizzes	45%
Assignments/Exercises	40%
Participation	15%

GRADE REPORTS: are available at student's request. If a student has a question about their class grade they should see Mr. Thede before or after school. Due to time constraints it is not feasible to discuss individual grades during class time.

ACCEPTABLE USE POLICY (AUP):

Students are expected to comply with the SSUSD policy regarding student use of computers. The Burroughs Business department has a "zero tolerance" policy and will deal with student violations of the AUP in the following manner

First offense-	1 week loss of computer privileges and call to parent
Second offense-	1 week loss of computer privileges and parent conference
Third offense-	Loss of computer privileges for entire school year