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: <u>21st Century Keyboarding & Information Processing</u>
Southwestern Publishing

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