**Computer Applications I, II**

**Syllabus**

**Course Description:**

This course provides an overview of microcomputer applications including a brief introduction to computer concepts. Applications include Microsoft Office Access, Microsoft Office Word, Microsoft Office Excel and Microsoft Office PowerPoint, and Microsoft Office Publisher. Students will also be introduced to a basic overview of current business and information systems and trends. Learners will research the foundations required for today’s business environments.

Students will have the opportunity to certify for the IC3  exam or Microsoft Certifications in Word, Excel, Access, or PowerPoint if they score at least 90 percent on practice exams.

**Text and Resources**:

* Microsoft Office 2013 Introductory, Shelley Cashman Series
* IC3 Certification Practice Exams
* SAMs 2010/2013 Assessment Management Program
* Gmetrix Training

**Optional Materials:**

Students may want to bring a Flash Drive (Optional)

Students will be saving to Google Drive—

3-Ring Binder

Pen/Pencil

**Teaching Methods:**

1. **Lectures:** Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. **Assignments:** Each chapter has a section in which to assist the students in understanding the lectures and the program being used. Also at the end of each chapter various online activities will be assigned weekly to reinforce material. These activities are designated on tracking sheets for each individual chapter. These tracking sheets assignments will be graded upon completion. SAMs training will be assigned and each student will be given points for completing all training assignments.
3. **Quizzes:** Occasional quizzes will be given to help ensure students stay up to date with assigned material. SAMs assessment will be given after each chapter.
4. **Exams:** Exams will be given once either a chapter or unit has been completed. The exams will be SAMs exams that correlate with skills in the chapters. Review training will be provided prior to the exam.

**Grading:**

Grading Scale:

Letter Grade Percentage

 A = 90 – 100%

 B = 80 – 89%

 C = 70 – 79%

 D = 60 – 69%

 F = 59 – 0%

**COURSE POLICIES**

**ENTERING THE CLASSROOM**

Upon entering the classroom students should immediately sign in by placing initials by their name on the roster and proceed to their assigned seats, log –on to assigned computer stations, and begin assignment.

**TARDY TO CLASS**

If a student is not inside the classroom once the bell has rang, he or she is considered tardy and will be asked to go to the Dean’s office and receive a pass to allow you in classroom.

**HOW TO FIND OUT ABOUT DAILY ASSIGNMENTS**

All students will have assignments listed online or be given a Tracking Sheet with assignments listed.

**TURNING IN ASSIGNMENTS**

A tentative due date will be specified when the assignment is given. Students will be instructed as to when to print designated assignments. After printing, students must retrieve printout from the printer and attach printout to Tracking Sheet in proper order and place the packet of work in the “in box” located at the Teacher’s desk. Some assignments are turned in through Edmodo or email.

**MUSIC**

Teacher discretion.

FOOD/DRINK

No Food/Drink around computers.