Syllabus   
Advanced Computer Applications (1 Credit)

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| **Mrs. Linda Williams Room W119 Periods 4 and 5** | **Phone #: 416-4540** |
| **Website:** [**https://technologyteacher196.weebly.com**](https://technologyteacher196.weebly.com/) | **E-mail: williamsla@scsk12.net** |
| **Planning : 3rd Period** | **Tutoring: Tuesday/Thursday 2:30 pm-3:30 pm**  **By Appointment** |

**Welcome to Advanced Computer Applications!**

**Odysseyware Online Curriculum and other resources will be used in Advanced Computer Applications.**

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| *1ST NINE WEEKS* | *Introductions – Course, Class, Teacher, etc. (Weeks 1 & 2)*  *FBLA - (Weeks 1 & 2); Safety – (Weeks 1, 2, 3); Secure Technology Operations*  *Word Processing and Publishing* |
| *2nd NINE WEEKS* | *Spreadsheet Applications*  *Begin Gmetrix Industry Certification Training* |
| *3rd NINE WEEKS* | *Presentation Software* |
| *4th NINE WEEKS* | *Information Management & Integration* |

**Supplies**

One inch (1”) 3 ring binder, pen, notebook paper.

**Methodology & Course Procedures:** Lecture, class discussion, guest speakers, demonstration, reading, occasional homework assignments, note taking, field trips, and viewing videos.

**Google Classroom:** Course assignments will be uploaded to Google Classroom – a tool that will help your teacher to organize assignments and course materials quickly. Student feedback can also be provided in Google Classroom. Students will organize their work in Google Drive, complete and turn it in, and communicate directly with the teacher and peers.

**Grading Criteria**: Grades in this course will be based on performance in homework, assignments, attendance and participation. I assume 100% attendance: unexcused absences affect your grade significantly. Class attendance and participation are required. If you are unable to attend class, you are still responsible for all assignments and announcements. Class participation will be graded according to attendance, preparation of reading(s) or other assignments and the level of participation in class. Excessive tardiness and absences will also be reported to the administration. Cheating is not acceptable. Anyone caught cheating by copying the work of someone else will receive a zero for that assignment.

**Grades are earned for performance on the following:**

**|** Class Assignments/Activities: 35% **| |** Tests/Quizzes: 25% **|** Attendance/Participation: 20% **|** Projects: 20% **|**

Supplies needed for success in this class:

* A portfolio/folder that will used to store projects/assignments that will be completed. Students in this class should have a 1” view binder notebook that has three rings.
  + Subject dividers labels: Notes/vocabulary, classwork, bell ringers, assessments, projects
* Paper, black or blue pens and a jump drive (memory stick) to save all class work/assignments that are completed on the computer. Complete work in black/blue pen.

Bring all supplies, completed assignments, and a positive attitude to class **daily** to ensure a successful year.

Student Expectations

♦ Come to class prepared and ready to work each day – a notebook, pen is needed.

♦ Make up all missed work (including tests) within a reasonable timeframe.

♦ Sign a network agreement to use the computers and Internet for classroom activities. (Parent/Guardian must also sign this agreement).

♦ Discuss problems/concerns with me if you feel you are falling behind or do not understand material.

♦ Follow class rule – students will receive a copy of class requirements

**Shelby County Schools GRADING SCALE:**

93-100 = A 85-92 = B 75-84 = C 70-74 = D 0-69 = F

**MAKE-UP WORK POLICY**

1. Make-up work must be completed one week after the absence.   
   2. Full credit given **only** for Shelby County Schools’ excused absences  
   3. Unexcused absences will begin marked down one letter grade.

**MEMBERSHIP FUTURE BUSINESS LEADERS OF AMERICA**

All students enrolled in business courses are members of Future Business Leaders of America (FBLA), a national student organization composed of state and local chapters serving persons pursuing careers in business and other occupations. All students will complete an application for FBLA. Students are strongly encouraged to become active members of FBLA. FBLA standards are embedded in the course and the many of the activities completed in the class are directly related to FBLA.

Active members will participate in career development field trips; have their picture taken for the school yearbook, plan fund raising projects and organize & participate in various school/community activities.   
**FBLA Annual Membership Dues – All dues should be in on/before 9/15/18**  
 $30 (Grades 9-11)

$40 (Seniors)

***Early Bird Membership Dues - $25 (Grades 9-11) and $35- Seniors***

Early Bird dues should be paid on/before *September 1.*

**Why Join FBLA?**

**1. Sets You Apart**

 Some of you may be applying for college, scholarships, or a job. FBLA will set you apart from the competition.

**2. Real World Experience**

Your participation in regional conferences and state competition will provide you with valuable experiences that you can take with you into your education and your career.

**3. Meet New People**

FBLA has the best people involved in it! You will have the chance to meet some of these people at workshops, conferences, and in your high school business classes.

**4. Travel**

FBLA will offer you so many opportunities to travel the country!

**5. Service**

You will have so many chances to serve your community in FBLA!

**6. Collaboration**

FBLA is full of teens with brilliant ideas, and the drive to accomplish their goals.

**7. Awards & Recognition**

As you participate and excel in FBLA, there are so many awards that are available.

**8. Confidence**

Through the business classes that you take, and the competitions that you participate in, you will be able to grow and learn about yourself.

**9. Knowledge of Appropriate Business Attire**

Participating in FBLA events and competitions will give you the chance to take your business outfits for a spin.

**10. Springboard for Success**

FBLA will provide you with the business experience that you need to succeed!

**Students must meet the academic, attendance, and behavioral requirements to become an active member of FBLA**.

**\*Note: Please return this portion to your instructor.**

My teacher has gone over information for Advanced Computer Applications; course standards & parent letter can be viewed & downloaded from Teacher’s website - [**https://technologyteacher196.weebly.com**](https://technologyteacher196.weebly.com/)

I (the student) was asked to bring the syllabus home, share the information with my parents. This portion of the syllabus should be returned to Mrs. Williams the next class period.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level 9 [ ] 10 [ ] 11 [ ] 12 [ ]   
  
Parent/Guardian Names:

Mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian: Please sign your name(s) below to acknowledge receipt of the course syllabus.**

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Mother Father

Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: Email Address;

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