**COURSE OUTCOME:**

* **Course Description**
  + **This course is designed to strengthen computer skills needed to succeed in business and industry. We provide an in-depth working knowledge on the latest software used in business. This course lays the foundational knowledge and skills in the Microsoft Office Suite, which includes Word, Excel, PowerPoint and Access, based on business and industry guidelines/standards. This course also prepares students for Advanced Computer Applications where students will deepen their knowledge of Microsoft Office Software to prepare them for MOS industry certifications. Touch typing is also reinforced in this class to help students become more proficient/professional when using the computer. Because computer systems used in business and industry are predominately PC-based, the high school curriculum provides PC-training to equip students for the business and industry environment. This course prepares students for the advancement of obtaining Microsoft Office Specialist (MOS) certifications that not only will help secure employment but can also be used as college credit. This class is Step 1 of that process.**
* **Course Competencies**
  + Please see the file entitled “Computer Applications Course Standards” on our class page in Aspen and Canvas for this course and/or the handouts provided to students for a detailed explanation of the learning expectations for Computer Applications. You can also access the standards through the following link [www.tn.gov/assets/entities/education/attachments/cte\_std\_computer\_applications.pdf](http://www.tn.gov/assets/entities/education/attachments/cte_std_computer_applications.pdf).

**INSTRUCTION:**

* **Topics/Competencies/Skills Covered** 
  + This course is designed to develop computer technology skills. Students will develop review and/or learn basic skills in operating computerized keyboards by using the **touch**-keyboarding method. Students will also develop word processing, spreadsheet, database, and presentation skills, as well as gain knowledge in computer operations and operating systems using Microsoft Office 2016 (Word, Excel, Access, PowerPoint). Students will also acquire skills in office safety, business ethics, and grammatical skills.
* **General Pacing (approximate)**
  + **Keyboard, Safety, Literacy, Ethics, and Grammar** – 4-6 weeks; **Word** – 4-5 weeks; **Excel** – 2 weeks; **Access** – 1 week; **PowerPoint** – 2 weeks; **Office Integration Project** – 2 weeks; **Review and EOC** – 1 week
* **Materials Needed**
  + Please see the policies and procedures information given to each student in the parent/guardian/student information packet. Other materials needed for the class will be supplied by the teacher, purchased with class fees.
* **Fees**
  + The class fee is $10, which helps cover the cost of printer paper, printer toner, notebooks and other class supplies used during the semester. While not required, fees are needed in order to adequately supply materials vital for this class. You may pay your fees online using the following link: <https://www.knoxschools.org/site/default.aspx?PageType=3&DomainID=78&ModuleInstanceID=5082&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=42738&PageID=149>.
* **Resources**
* **Textbooks:** *Century 21 Computer Applications and Keyboarding*, by Hoggatt and Shank (Thomson/South-Western); *Microsoft Office 2013 Introductory Concepts and Techniques* by Shelly, Cashman, and Vermatt. (Thompson Publishing) used as a resource for supplemental exercises. *Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Introductory, 1st Edition* (Thompson/Cengage Learning).
* **Software:** Microsoft Office Professional 2016; MicroType 4; CheckPro for Century 21 8e; Canvas; MasteryConnect; Google; Google Drive; kahoot.it; Internet; turnitin.com.
* ***Outside*:** *It’s a Jungle In There*, office safety video; speakers on subjects such as on-line safety, and job search, careers, and post-secondary opportunities; *A Fair(y) Use Tale,* copyright and fair-use laws video, by Eric Faden; *Rise of the Hackers* video by PBS NOVA.
* **Option of alternatives for material deemed objectionable by parent/student.**

If you do not approve of a specific resource listed in this syllabus, please make your request to me in writing and an alternative assignment and/or materials will be provided. The request should include your name, the child's name, the specific activity/materials in which you do not want your child to participate or to which you do not want them exposed, and the nature of your objection.

* **Safety Procedures**
  + Students will be given instruction in safety procedures when dealing with equipment in office settings. This instruction will include the viewing of a safety video, discussion, handout, and a test over the material presented.

**ASSESSMENT:**

* **Grading Policy**

**Grading Scale: Grade Components:**

A = 93 - 100 1. Daily assignments, Tests and Quizzes (85% of total grade)

B = 85 - 92 2. End–of-Course Test (15% of total grade)

C = 75 - 84

D = 70 - 74

F = Below 70

* **Assignment/ Projects** 
  + Students must complete all assignments on their own. Cheating will be dealt with based on school policies set forth in the student handbook.
* **Make-Up Work Policy/Late Work Policy**
  + Students are responsible for checking with me for any makeup work upon their return from an absence. Students have three days upon their return from an absence to inquire about missing assignments.
  + All work is to be completed at school, and must be completed in the grading period for which it was assigned.
  + Makeup time will be scheduled before or after school hours.
* **Portal Post Policy** 
  + One way in which I am able to communicate with the student and parent is through Parent Portal. In order to give timely feedback, I will update grades at least once per week. Please be aware that at times our class has projects/units that might take more than one week to complete.

**GENERAL EXPECTATIONS:**

* **Students:**
  + Students should arrive in the room and be seated before the tardy bell rings.
  + FOOD, DRINKS, AND/OR GUM ARE NOT ALLOWED IN THE ROOM.
  + Backpacks, book bags, and gym bags cannot be brought into the classroom unless a doctor’s note is on file with the office.
  + Cell phones must be off and out of sight.
  + Students should treat the classroom equipment and furnishings with respect. The penalty for destruction of school property is detailed in the school handbook.
  + Students should stay on task; any disruption will be subject to disciplinary action.
  + Email (other than for instructional purposes), chat rooms, and games are **not** allowed.
  + All students must have a Computer User’s Form on file with the school (this form should have followed you from middle school).
  + **Please see the policies and procedures handout provided in the parent/guardian/student packet given to each student for additional information**.
* **KCS Attendance Incentive**
  + **Senior Privilege**
    - Seniors who have no more than two absences per class during the semester (or 1 absence in a 9-week course) and a minimum of an “80” average may opt out of the class’s final exam (This exam cannot be a state, IB, or AP exam).
    - This choice would allow for seniors to be exempt from exams both semesters.
    - Additional note:
      * \* This Senior Privilege is only afforded to students in a traditional classroom environment.
* **Teacher:**
* **Communication**
* Planning Period: Fall Semester: 12:16 p.m.-2:00 p.m.

Spring Semester: 10:10 a.m.-11:15 a.m.

* Phone Number: (865) 689-9130 ext. 72556
* email: [kim.brown@knoxschools.org](mailto:kim.brown@knoxschools.org) (Email is the most efficient and easiest way to get in touch with me)
* **Makeup/Tutoring**
  + I am available for makeup/tutoring after school providing prior arrangements have been made. Students should see me at least one day prior to the day they wish to stay to ensure that space is available.

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Student Signature Date

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Parent Signature Date