

COMPUTER APPS WITH MS. MAC

2019–2020 COMPUTER APPLICATIONS IN BUSINESS 3

8TH GRADE SYLLABUS

MRS. MCCARTNEY

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This course is designed to continue building on the computer skills acquired in 6th and 7th grade. The goal is to familiarize and reinforce student understanding of computer applications including file management, word processing, spreadsheets, database, drawing, presentation, and integrated applications. Computer Applications equips the student with essential skills and knowledge necessary to use computer hardware and software in daily life and occupational tasks. Students will also apply effective oral and written communication techniques along with proper computer applications strategies.

Students will benefit from the following standards that will not be taught in this specific order, but rather incorporated throughout several lessons this semester. Students will:

- a. Demonstrate mastery of keyboarding skills by improving speed and accuracy.
- b. Develop and apply spreadsheet skills such as creating formulas, formatting charts, etc.
- c. Understand and effectively use the common application functions with word processing, spreadsheets, and presentation software and routinely interact, collaborate, and publish with peers/online communities using these tools and functions.
- d. Understand and be able to effectively use and navigate networks and the Internet.
- e. Use their document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project during the semester in which they are enrolled in the Computer Technology course.
- f. Develop and apply web design skills including producing a web page using basic HTML tags.
- g. Develop and utilize business related skills such as problem solving, brainstorming, employer expectations and work habits.
- h. Describe and use communication features of Information Technology and how it is used in the Business Management career cluster.
- i. Publish or present content that customizes the message and medium for their intended audiences.
- j. Utilize information and technology tools to conduct business effectively and efficiently.
- k. Understand ethical and legal issues pertaining to business.
- l. Understand the impact of technology relating to the globalization of business.

Required materials: The following will be brought to class EACH day in order to fully participate with class activities. Intermittent supplies checks will take place and are counted as minor assessments.

*Thumb drive *Headphones/Earbuds *Pencil *Student Planner *The Six (school wide book)

Fee: There is a \$5.00 fee for Computer Applications this year in order to help pay for online subscriptions.

Grading: Student attendance is extremely important since class work is assessed daily. Daily class work assessment will be based on individual completion of assignments, projects, and demonstration of skills. Test assessment will consist of objective and production-based assessment. Students will be expected to seek help from classroom peers and instructor to complete daily classroom assignments. I will provide a variety of assessments including but not limited to: quizzes/tests, group projects, oral presentations, simulations, computer projects, and class participation.

Grading System:

40%	Major Assessments	90 – 100 = A
35%	Minor Assessment (including supplies check)	80 – 90 = B
25%	Daily Assignments/Class Participation/ Work Ethic	70 – 80 = C
		60 – 70 = D
		Below 60 = F

Homework: I am a firm believer that homework is meant to reinforce what the student learned during class. While I will encourage all of my students to practice the skills they have learned in Computer Applications with homework assignments in other classes, I will not be in the habit of assigning homework for this class. 😊

Expectations: Respect is the key to success in my classroom. Respect the educator by coming to class prepared and being ready to learn when the bell rings; respect your fellow classmates by not disrupting the class or tampering with anyone’s work; and respect yourself by doing your best work and MAKING YOUR BEST CHOICES!

Discipline: Please refer to page 11 in the student handbook as I will be following the 4-Step process established by TCMS.

Absences: If you know your student will be absent, please let me know as soon as you can. It is the student’s responsibility to come to me to make up any missed work. This must be done within 2 days of the absence and all work is to be completed within 1 week of the absence or the grade will be a “0”. (Extenuating circumstances will be considered on a case by case basis.)

Internet safety: The safety of our students is my number one concern and this applies even more to their cyber security. Each student will complete a digital citizenship program and be monitored to ensure that we are all practicing safe internet practices.

Internet/Games/Music/Video Discipline Plan: Only go to Internet Web sites, play games, listen to music files, and watch videos assigned by Mrs. McCartney.

Technology misuse, technology abuse and cyberbullying are taken very seriously at TCMS and can result in a Step 1 Referral, **even if the event happens outside of school.**

INTERNET AND LAB RULES

- Students are to wait outside the classroom until the computer teacher invites you in.
- You must be in your assigned seat when the bell rings, or you are considered tardy.
- All students must conduct themselves in a responsible, decent, ethical, and polite manner.
- Students are not to access the Internet without the teacher's permission.
- You are assigned a computer. It is your responsibility to inspect the equipment at the beginning of each class period. If the equipment is damaged in any way, you must report it at the beginning of the class.
- Students do not tamper with cords or plug-ins.
- **No printing** unless assigned or approved by the teacher.
- Internet use is for **research and educational** purposes only.
- Students must keep passwords confidential.
- Students are not to access other people's passwords or accounts.
- Do not change desktop backgrounds. Do not change screen savers.
- Do not add, change or move icons on the desktop.
- Students are not to copy and/or install software.
- Students will be permanently removed from the network for any copyright violations.
- No outside CD's/DVD's are allowed without prior approval from your teacher (including music CD's). Students are not to visit inappropriate sites, including YouTube, Instagram, etc.
- Students are not to download files from the Internet without permission.
- Students are not to hack or attempt to hack the school's network/website or other's websites.
- Students are not to check their Email accounts without permission.
- **Students are not allowed to access any on-line music sites.**
- Students are not to play ANY on-line games, or to download ANY games, or to play ANY games contained on their flash/jump drives without permission.

This list is subject to change at any time. This list is true on ANY laptop or computer assigned to the student, or available for the student's use.

****Note the consequences for technology misuse and abuse can be found in the student handbook.**