

Mr. Brownlee
DigiTools
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First, Second, Third Trimester, 2021-2022
Periods 1, 3, 5-6

Course Description

This course is designed as an introductory class in which the students will be exposed to many elements of technology. Many aspects of Microsoft Office software will be introduced and explored. In addition, students will use SAM software to increase their skills with Microsoft Office. This course is intended as an introductory course toward Microsoft Office Specialist (MOS) certification.

Course Goals

Students will learn to operate and maintain a computer efficiently as well as the formats for business letters, reports, memos, and tables. Students will be able to key a document from various types of copy including handwritten and printed originals with proofreader's marks to make corrections. Students will learn composition skills and some basic skills in using Microsoft Word/Excel//PowerPoint/Outlook. These objectives will allow the students to interact in today's entry-level positions or compete for career sustaining employment opportunities.

Text and Reading Material

Computer Applications & Keyboarding; Seventh Edition; Hoggatt, Shank, and Robinson. Shelly Cashman Microsoft Office 365 & Office 2016 Introductory; Vermaat (Electronic edition)

Required Supplies

All students are expected to have the following supplies daily: A folder or 3-ring binder to hold assignments and notes, and a pen or pencil and paper to take notes. **ALL TEXTBOOKS ARE TO REMAIN IN THE CLASSROOM.**

Course Topics Outline and Schedule

1. Creating, formatting, and editing documents using Microsoft Word.
2. Basic spreadsheet data entry and chart creation using Microsoft Excel.
3. Presentation development using Microsoft PowerPoint.
4. Managing Email and Calendars using Microsoft Outlook.
5. Final project development.

Course Standards

Course standards will be based on state approved frameworks.

MAJOR ASSIGNMENTS

In this class, there will be assignments and projects for each unit of study, a minimum of one test after each unit of study, and, time permitting, a comprehensive project at the end of the trimester.

ASSESSMENT FORMAT

Assessment will be based on quizzes, tests, presentations, assignments, and leadership. See grading scale section for particular percentages.

Course Policies

1. You are expected to treat all teachers, staff members, and students with respect at all times.
2. You will treat all school property and the property of others with respect. Food or drink is not permitted in the classroom. You are responsible for keeping your work area neat.
3. Profane or offensive words, actions, or pictures will not be tolerated. The school dress code will be enforced. Cell phones are to be powered off and put away. If I see your cell phone, I will ask you to turn it in to me.
4. You will be seated when the bell rings silently typing an entry task or you will be marked tardy.
5. When I am presenting a lesson or giving directions, you must raise your hand and be called on before speaking. Unnecessary talking will not be tolerated.
6. Personal notes or pictures are not to be manufactured on the computers without my knowledge and permission. Playing games on the computer without my permission is not allowed. Internet usage is restricted to class assignments and you must abide by the Grandview School District's Policies and Procedures for Electronic Information Systems.
7. If you leave class early without permission you will be marked absent.
8. You are expected to do your own work. Cheating will not be tolerated. **PERIPHERAL DEVICES (FLASH DRIVES, CD'S, ETC.) ARE ALLOWED WITH PRIOR APPROVAL FROM THE INSTRUCTOR.**
9. HORSEPLAY is not allowed. Using the computers is a privilege. Touching or handling of another student's computer without his/her permission is **not allowed**. This is your only notice. Do not change anything about your computer without permission! If you see a change made on your computer report it to the instructor; failure to inform the instructor may result in your being held responsible.
10. In the event there is a substitute teacher in class, he/she is to be treated with courtesy and respect.

MAKE-UP WORK

Students will have five (5) school days beyond the assignment or assessments posted due date to complete it unless there are extenuating circumstances. A zero will be placed in the grade book until the work is complete or until the end of the five days. When the work is complete the grade will be changed to the earned grade permitting it is within the timeframe specified above.

DISCIPLINE PROCEDURES

Progressive discipline will be adhered to in this class. Please refer to the student handbook for offenses and discipline steps. The exception to these steps would be incidents of exceptional misconduct.

UNEXCUSED ABSENCE AND TARDY POLICY

Accountability is very important in today's competitive society; therefore, attendance is mandatory. Your grade will be greatly affected depending upon your attendance pattern. The school attendance and tardy policies will be followed. The exception to this will be approved school related absences.

Grading Scale

Assignments=45%, Tests=45%, Leadership=10%

Point Value	Letter Grade	High Percentage	Low Percentage
4.00	A	100.00	93.00
3.70	A-	92.99	90.00
3.30	B+	89.99	87.00
3.00	B	86.99	83.00
2.70	B-	82.99	80.00
2.30	C+	79.99	77.00
2.00	C	76.99	73.00
1.70	C-	72.99	70.00
1.30	D+	69.99	67.00
1.00	D	66.99	60.00
0.70	F	59.99	57.00
0.30	F	56.99	53.00
0.00	F	52.99	

Guideline: Academic and behavior will be communicated separately.

Guideline: Grades will be based on the achievement toward district course/grade level standards.

Guideline: To determine grades at the end of the grading period, use professional judgment when considering the body of evidence.

Guideline: Grades will be determined on a 5-point scale.

Guideline: Involve students in the assessment and grading processes throughout the learning cycle.

LEADERSHIP

Leadership assignments will be given throughout the school year and each student will be graded according to his/her participation. Leadership skills are essential for the success of every student at GHS, as well as a requirement of the state for career and technical education courses.

Caveat

The instructor reserves the right to make adjustments or changes throughout the trimester to best fit the needs of students and classes.

Grandview High School is your school. Take pride in being a Greyhound. Make sure you leave the rooms and halls cleaner than they were when you entered. PLEASE PICK UP AFTER YOURSELF.

