

Elizabeth High School

Course Syllabus

PC Applications

Course Information

Business Department

Marking Period: Block 5

Class Location: C111

Office Location: C111

Teacher Website:

www.ElizabethSchoolDistrict.org/Domain/747

Teacher Information

Name: Mr. Chris Martinez

Phone: (303) 646-4616

Office Hours:

Before/After School

E-Mail: crmartinez@esdk12.org



Elizabeth High School

BUSINESS DEPARTMENT

Department Attributes

The manner in which we prepare students in the Elizabeth High School business department is informed by four attributes: (1) Dedicated faculty who will hold themselves to, at minimum, to the same standards as the students we teach; (2) Positive relationships developed and nurtured between and among adults and students; (3) A high level of rigor included in instructional practices via standards aligned and contextually driven instruction; and (4) Connecting positive relationships with effective instruction for positive academy RESULTS!

Course Description:

PC Applications utilizes TestOut Office Pro which provides an innovative and effective way to practice using Microsoft Office applications and learn the basics of computer technology. Simulated labs help students acquire and retain the basic skills they need to become proficient in Microsoft Word, Excel, PowerPoint, Access, and Outlook. The course is also designed to prepare students for the following Microsoft Office Specialist exams.

- MOS Word Associate 2019 (Exam MO-100)
- MOS Excel Associate 2019 (Exam MO-200)
- MOS PowerPoint Associate 2019 (Exam MO-300)
- MOS Outlook Associate 2019 (Exam MO-400)
- MOS Access Expert 2019 (Exam MO-500)

Course Competencies/ Learning Objectives

Students who successfully complete Biology I will be competent in the following areas:

- Online Essentials
- Computer Essentials
- Common Office Features
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Microsoft Word

Student Evaluation

The grading system for the Business Department at Elizabeth High School is as follows:

Student evaluations are based upon the evidence demonstrated in regards to each courses learning outcomes. Students will receive a letter grade based on Participation, Formative assessments, Summative assessments, and Final Exams. Each learning outcome is a set of skills that students will be working on in class.

Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. Elizabeth High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences, which means prompt communication of circumstances or events that may hinder timely submission of course work. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies.

Classroom Expectations

1. Be **on time** for class.
2. Be **respectful** to yourself, teachers, and peers at ALL times.
3. Be **responsible** for your learning by being prepared for class and bringing all necessary materials to class (notebooks, pencils/pens, and brain).
4. Be able to follow ALL rules in the Student Handbook with fidelity.

Bathroom Pass Policy:

The bathroom pass will be available for use during class time. You are not allowed out the first 10 minutes or last 10 minutes of class.

Electronics Policy:

All electronics must be put away and out of use at all times in EHS unless otherwise instructed. Electronics includes iPods, cell phones, iPads, headphones, portable gaming devices, portable DVD players, ear phones, and any related products.

Class Requirements

You are required to update and have your class login information available at all times.

Plagiarism, Cheating, and Academic Integrity

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade. Please refer to the Student Code of Conduct booklet for additional information.

Test Retake Policy

Students may retake a failed test (with exception to any Final exam or group presentation) **ONE** time. The average of the two tests will be the final score.

Classroom Guidelines

1. There will be **NO** food, drink or candy in the classroom due to the technology that is accessible on each desktop. Each student may have a sealable water bottle that can be kept on the floor by their desk.
2. If a student finishes their work early, they may work on assignments for any of their other courses. This will not be a time for socializing with neighbors.
3. If you are **ABSENT**, it is **YOUR** responsibility to find out what assignments or notes you missed.
4. Please keep our room tidy by cleaning up after yourself. Trash should be disposed of properly, chairs pushed in and computers wiped down after use. Please do NOT write on chairs, desks, walls, computers, etc.

I _____ (name) have read and understand the classroom syllabus and guidelines. I agree to comply with such guidelines and to do my absolute best to be successful in this class.

Student Signature

Date

Parent/Guardian Signature

Date