

Subject: Business Computer Applications I

Instructor: Mr. Wilson **Length: One semester**

Course Description

Being able to effectively use computer application software is a skill that will allow people to accomplish a variety of tasks in their personal and professional life. This course is designed to teach students how to properly format common documents that will be seen and used in a typical day such as business letters and memos. In addition to spending the first few weeks of the course reviewing proper keyboarding technique we will also spend time reviewing how to effectively proofread a document. Students will also learn about many common features within Microsoft Word (word processing) and the basics of Microsoft Excel (spreadsheets). Microsoft PowerPoint and Microsoft Works Database software will also be covered during the semester. **Business Computer Applications I is required for graduation from North Platte High School.**

Units of Study (What you will learn)

Throughout this course students will learn about the following topics:

Desktop Publishing Basics	Document Formatting	Microsoft Word
Microsoft Excel		Microsoft PowerPoint
Keyboarding & Proofreading Review		Microsoft Works Database

Course Goals and Objectives

At the end of this course students will be able to:

- Format business letters, memos, and reports
- Effectively take advantage of commonly used features within Microsoft Word
- Use Microsoft Excel for simple tasks including formulas and functions
- Create a Microsoft PowerPoint document using advanced features
- Create a database using Microsoft Works database software

Course Materials

Students should come to class everyday with a two pocket folder, a writing utensil, a notebook, and their planner.

Grading Policies

The grading policy for this class is based on that within the North Platte Student Handbook. Students are expected to complete **all** assignments in order to receive credit for the course. Some assignments will be graded others will be considered practice activities. The points you will receive in this class will be divided into four main groups.

Tests/Projects—100 points each	Quizzes—50 points each	Other Assignments—20-40 points each
Semester Final—150 points		

Tardy Policy

Students who are not in the classroom before the bell rings and do not have an appropriate pass upon arriving to class will be counted tardy. **Students will have one “free” tardy during the semester.** The second tardy will result in a 15-minute detention. The third will result in a 30-minute detention. Receiving more than three tardies will result in an office referral.

Classroom Rules and Procedures

Throughout this course you will be expected to conduct yourselves in a productive manner at all times. Doing so will help to ensure that we will have a safe and enjoyable classroom experience. Students will not be allowed to leave the room during class unless it is an emergency or excused by the office.

(OVER)

Expectations for the beginning and end of class:

Beginning

- Students need to be **in** their seat, quiet, and ready to start class when the bell rings.
- **Locker or restroom passes will not be given during class time unless it is an emergency.** So do your best to come to class prepared.

End

- Students need to work on homework until the end of class, unless otherwise instructed. Those who quit for the day or log out early will be asked to log back in and may be kept after the dismissal bell.
- Students should clean the area around their workstation and push in chairs before leaving class.
- Students need to remain in their seats until the end of class bell rings (no crowding by the door).

*****CHEATING OR PLAGIARISM**

All students are expected to complete their own work unless the teacher specifically states otherwise (an example might be a paired or group assignment). If students are caught cheating at any point during the course of the school year, they will **receive an automatic zero** on the activity, the student will also be expected to **complete an additional assignment** of the teacher's choosing. Repeated offenses will result in a recommendation to school administration that the student be **removed from the course receiving no class credit**.

Attitude and Behavior

Students will be expected to conduct themselves in a manner that contributes to an effective learning environment. If unprofessional behavior is displayed during class a written report will be filled out and a consequence (most likely detention) will be determined. Multiple incidents will be dealt with by school administration.

Agreement with school computer use policy

Students will be expected to follow all items within North Platte Public Schools Electronic Network Policy, which can be found in the student handbook. Not following the statements within the Policy could result in loss of computer privileges, removal from the course receiving no credit, or both. It is also important to get the Handbook Acknowledgment Form turned in as soon as possible.

Late/Make-up Work Policies

Students will be expected to turn in **all** assignments on time. Any assignments that are turned in late will result in a 10% per day deduction up until the assignment is **entirely** completed and will result in the student receiving no lower than a 10% in the gradebook. **Remember assignments not turned in are incomplete NOT zeroes!!!** If students are ill they will have **two days** for each day missed to make up work assigned during the illness. If students are going to be absent for a school related activity that is known about in advance, they will be expected to **get assignments and turn them in before they leave** for the activity unless otherwise stated by the teacher. Failure to do so will result in a significant point deduction; however, the assignment must still be handed in.

I have read and understand all of the information within this syllabus. I agree with the information included in each section of this document and to follow and respect the policies named within this document. I also understand that intentionally breaking any classroom rules and/or policies within this document will not be tolerated.

(Cut along the dotted line and return the signed portion to Mr. Wilson, NOT THE OFFICE!!!)

Make sure your signature is readable so you can receive credit!!!

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)