Huntland Schools
Course Syllabus – Advanced Computer Applications

Course Information
Credit: 1
School Year: 2021-2022
Class Location: Room 17

Teacher Information
Name: Ms. Janet Colburn
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Course Description:
Advanced Computer Applications prepares students to continue postsecondary training in business related programs, provides advanced training for students pursuing a career in administrative and information support, and supports obtaining an industry certification in specific software applications (such as the Microsoft Office Suite). Course content and projects are meant to simulate workplace scenarios and draw on skills related to communications, operations, management, and teamwork in order to accomplish information management goals. Upon completion of this course, proficient students will be fluent in a variety of information management software applications and will be prepared to sit for the Microsoft Office Specialist (MOS).

Fees: Advanced Computer Applications has a $10.00 fee. This fee will help pay for all computer/printing supplies and project supplies needed to complete this course.

Supplies Needed: USB Drive is a REQUIREMENT for this class. Pencils and/or pen, notebook or binder.

Grading Policy:
Students will be assessed using the following: Daily Work*Labs/Projects*Standard Tests*Quizzes*Participation

Make-Up Work Policy/Late Work Policy:
Students are responsible for making up work missed from any excused absences within three days of returning to school. Any work not turned in within the three day timeframe will result in a grade of zero.

Grading Scale:
A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

Classroom Expectations:
1. Arrive to class on time, work is expected from bell to bell.
2. Be prepared. Cell phones **MUST** be off and put in pocket holder immediately upon entering the classroom.
3. Respect your classmates and teacher.
4. Inappropriate language will not be permitted.
5. No personal grooming in class (Be mindful of strong cologne/perfume).
6. No eating, drinking, cell phones, or other electronic devices are permitted in the classroom.
7. Follow county Internet policy – no changing of any kind to computers.
8. At the end of class, you MUST log off all programs and computers.

Class Requirements:
If you are absent, it is YOUR responsibility to make up the assignments and/or tests when you return. If you do not make up your missing assignments within the three day timeframe, your grade will be a zero. It is YOUR responsibility to come before or after school to catch up on missed work from your absences. I may not be able to re-teach the lesson during class time. You can check Planbook weekly on my website for assignments.

Text: Microsoft Office 2019 – Advanced This is an online book.

Consequences/Discipline:
1. Coming into class after the bell has rung will result in an unexcused tardy. One tardy in a semester will result in a warning. For every other unexcused tardy, the student will need to present a tardy slip from the attendance office. The fifth tardy to class will result in Saturday School assignment.
2. Instances of disrespect or general misbehavior will result in one or several of the following actions:
   Verbal Warning
   Private conference between you and the teacher
   New seating assignment
   Parent conference
   Refer to administration

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 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.

Methodology:
A combination of lecture, class discussion, presentations, videos, cooperative learning, projects and problem-based learning will be used in this course. Grades will be determined by the satisfactory and timely completion of assignments. Below is an overview of topic/units and major assessments/assignments for this course. **Please note dates/timeframes are subject to change and are only an estimate.**

Unit/Topic	Course Activities	Assessments/ Assignments	Timeframe
Safety/FBLA	Individual/Small Group Activities	Quiz/Project	Week 1
Introduction to Computers	Individual/Small Group Activities	Quiz/Test, Project	Week2
Review of Microsoft Word	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Week 3
Creating Documents with Title Page, Watermark, & Tables	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 4
Using a Template to Create a Resume	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 5
Creating your own Resume	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 6
Understanding Mail Merge	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Week 7
Creating a Newsletter with Graphics	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Weeks 8 & 9
Review PowerPoint	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 10
Creating Information Graphics	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 11
Collaborating on & Delivering Presentations	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 12
Navigating Presentations using Action Buttons	Individual Activities, Small Groups	Quiz/Test, Working Papers, Lab Assignments	Weeks 13 & 14
Creating Self-Running Presentations	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 15 & 16
Review for Midterm Exam	Individual Activities	Quiz/Test, Classwork, Project	Week 17
Midterm Exam	Individual	Midterm Exam	Week 18
Review Microsoft Excel	Individual Activities	Quiz/Test, Lab Assignments	Week 19
Financial Functions and Amortizations Schedules	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 20 & 21

Working with Multiple Workbooks	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 22
Creating, Sorting, & Querying a Table	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 23
Importing Data in Excel	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 24 & 25
Database Introduction to Access	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 26
Querying a Database	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 27
Maintaining a Database	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 28
Capstone Project	Individual Project	Lab Assignments	Capstone Project – end of year

Advanced Computer Applications
General Information:
If you are having trouble with this class, come to me immediately and I can work with you. If you wait until the end of the marking period, it will be TOO LATE. I will be available to assist you so you can be successful in this class.

Please check and sign below:

_____ I have read the information and I fully understand what I'm expected to do in class.

Student Signature:

_____

Parent Student Signature:

_____

Parent/Guardian Signature:

_____