COMPUTER APPLICATIONS – SYLLABUS

Mrs. Axman, Instructor
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Phone: 712-335-4848 High School
712-468-2355 Home (7:00am – 9:00pm)

This class utilizes electronic lessons and project-based learning. You will be allowed to work at a pace that is comfortable for you, therefore all students in the class may not be at the same point in the curriculum, but everyone will be required to meet deadlines. You will want to **work ahead** if at all possible, that way if you are sick or gone for a school activity you will not have to find additional time to be in the computer lab.

It is important to take electronic lessons seriously. They will prepare you for the certification exam. It is also important to look at any project requirements and follow them. Electronic lessons will save automatically and projects will be turned into Mrs. Axman electronically; a limited number of assignments may be printed. In general, Mrs. Axman will grade work following the due date, and you will receive a weekly daily work grade.

You will have the opportunity to take the Microsoft Office Specialist Industry Certification Exam(s) at the conclusion of your unit of study. This is an official industry certification exam given by Microsoft. If you pass a certification exam, you will be exempt from the final exam. **This certification is a recognized employability skill and a great resume builder.**

Grading Policy:
Students will complete a variety of projects. Student work will be averaged as follows:

Daily Assignments	90%	GRADING SCALE	
Attendance	10%	93-100%	A
		90-92%	A-
		87-89%	B+
		83-86%	B
		80-82%	B-
		77-79%	C+
		73-76%	C
		70-72%	C
		67-69%	D+
		62-66%	D
		60-62%	D-
		0-59%	F

LATE WORK POLICY

Because you are working at your own pace, it is rare for work to be counted late in computer applications. Mrs. Axman will have a private discussion with any student who seems to be falling behind a reasonable time frame for completing course curriculum and come up with a plan to get back on schedule.

CLASSROOM EXPECTATIONS

P **REPARED**   Be Prepared: Have all class materials and work completed at the start of each class period.

A **CCOUNTABLE**   Be on Time: Sitting in your seat, ready to learn, when the tardy bell rings.
Be on Task: Use your class time wisely to complete all assignments and class activities.

C **ONSIDERATE**   Be Respectful: Treat all teachers, students, class visitors and equipment with respect.

HANDING IN HOMEWORK

- Paper Copies – turn into the red flower box
- Digital Copies – place in your class folder on Hapara

COURSE STANDARDS & BENCHMARKS

PAC CTE STANDARD: Students will learn competency-based education, which contributes to the individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and occupational-specific skills.

IOWA CORE CURRICULUM – TECHNOLOGY LITERACY

1. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
3. Apply digital tools to gather, evaluate, and use information.
4. Demonstrate critical thinking skills using appropriate tools and resources to plan and conduct research, manage projects, solve problems and make informed decisions.
5. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
6. Demonstrate a sound understanding of technology concepts, systems and operations.

IOWA BUSINESS EDUCATION STANDARDS

1. Communication Skills (BUS2): Understands the techniques and strategies used to foster positive, ongoing relationships with customers.
2. Information Management (BUS9): Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making.
3. Professional Development (BUS12): Understands concepts, tools, and strategies used to explore, obtain, and develop in a career.

The instructor reserves the right to change, delete, or modify the above information.