Course Syllabus

Business Software Applications 1

**INSTRUCTOR: Mr. Mark Gabriel 2020-2021**

**5700 6th Ave N #209**

**Saint Petersburg, Fl 33710**

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**252-288-2519**

**REQUIRED TEXT**

Multiple Classroom sets will be used and utilized as well as specified computer software which will be provided.

**COURSE DESCRIPTION**

Welcome to Business Software Applications 1! This course will not only introduce you to all aspects of Microsoft Office but will also enable you to become ***Microsoft Office Specialist (MOS)******Certified***!The tools and skills you will gain in this class will not only be helpful to you but are also necessary for you to have as you continue on to higher education and the professional world. Your grade will comprise of:

Quizzes/Tests Office 365/2019 Concept Reviews

Participation Office 365/2019 Skills Review

GMetrix Training GMetrix Practice tests GMetrix MOS Certification

**GRADE CRITERIA**

**A:** 100% - 90%

**B:** 89.9% - 80%

**C:** 79.9% - 70%

**D:** 69.9% - 60%

**F:** Below 60%

**CONTENT**

**Unit Goal**

Microsoft Word 365/2019 Obtain MOS Certification

Microsoft Excel 365/2019 Obtain MOS Certification

Microsoft Power Point 365/2019 Obtain MOS Certification

Microsoft Outlook and/or Access 365/2019 Obtain MOS Certification

**YOU MAY LOSE YOUR COMPUTER PRIVILEDGES BY:**

Using someone else’s log in

Duplicating files/assignments

Having food or drinks in lab

Vandalism of equipment

**EXPECTATIONS**

1. Continuously show respect for other students, yourself and the instructor.
2. Be in your seat and ready to begin when the bell rings.
3. Come to class prepared with all necessary materials.
4. Do not talk while the instructor is speaking or the intercom is on.
5. No food or drinks in the computer lab.
6. Be respectful of other people’s right to learn.
7. No foul language.
8. Headphones will be provided if needed for lessons
9. Assignments must be handed in on time. Late assignments will not be accepted. This is stated on the Pirate Pact. If a student misses a class and the correlating assignment for that day. They are responsible for obtaining the assignment via Canvas. Assignment will be due by the end of the day they return back to school. Also students may email teacher requesting missed assignments.
10. Please inform me of Field Trips and College Visits.
11. Work should be done independently unless otherwise specified. Cheating and/or Plagiarism will not be tolerated and will result in a grade of **ZERO** and the student and their action will be reported to administration

**ATTENDANCE/TARDINESS**

* Please reference the Pinellas County Schools policy on attendance
* After an absence, students must arrange with the instructor for any make up work. Students have the same number of days they were absent to make up their work. If not turned in within the given time student will receive a zero for their grade.

**CAMPUS OPERATIONS**

* ***NO*** hall passes will be given for the first 10 minutes or last 10 minutes of each period!
* Students must have a blue hall pass
* Students will ***NOT*** be dismissed until the bell rings
* ***ABSOLUTLY NO PASSES*** to the gym, parking lot, or off campus

**CELL PHONE/ELECTRONIC POLICY**

* Cell phones and electronics are to be ***off and out of sight throughout the school day***
* If this rule is not followed a referral will be given

**AFFIDAVIT**

The signature below indicates that we have read and understand this syllabus and will do our best to comply.

Student Signature Date

Parent Signature