

COURSE SYLLABUS
BUSINESS SOFTWARE APPLICATIONS 2

INSTRUCTOR: Ms. Goode
924 58th Street South
Gulfport, FL 33706

2020-2021

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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 II! 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* and *Microsoft Master Certified*! This class is also designed to prepare students for higher education through **WICOR-Writing, Inquiry** (high level critical thinking skills), **Collaboration** (cooperative learning), and high level **Reading**. 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 | Jasper Active Learning Exercises |
| Participation | Office 365/2019 Skills Review | Jasper Active Quizzes |
| Group work | Binder Organization/Notes | |
| GMetrix Training | GMetrix Practice tests | |

GRADE CRITERIA

A: 100% - 90%
B: 89.9% - 80%
C: 79.9% - 70%
D: 69.9% - 60%
F: Below 60%

CONTENT

| <u>Unit</u> | <u>Goal</u> |
|--|---|
| Microsoft Word 365/2019 | Obtain MOS Certification and Expert Certification |
| Microsoft Excel 365/2019 | Obtain MOS Certification and Expert Certification |
| Microsoft Power Point 365/2019 | Obtain MOS Certification |
| Microsoft Outlook and/or Access 365/2019 | Obtain MOS Certification |

YOU MAY LOOSE YOUR COMPUTER PRIVILEGES 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

Date