SIGNAL MOUNTAIN MIDDLE HIGH SCHOOL
Career Technical Education

Student Course Syllabus

COURSE:	**Computer Applications**
INSTRUCTOR:	**Mr. Carpenter**
OFFICE:	**Room 2231**
PHONE:	**423-886-0876**
EMAIL:	**Carpenter_Dustin@hcde.org**

COURSE DESCRIPTIONS

This course is designed to develop computer technology skills. Students will use a variety of computer software and hardware tools and features of an electronic information network. Students will explore the social, business, and ethical issues of using computer technology. The students will develop skills that will assist them with efficient production of word processing documents, spreadsheets, databases, and presentations.

- Recommended prerequisite: Keyboarding
- Grade: 10th
- Computer Applications is ½ credit and Personal Finance is ½ credit

TEXTBOOK

Hoggatt and Shank. (2006). Century 21 Computer Applications, Lessons 1-150. Mason, OH: Thomson South-Western.

A variety of textbooks and supplementary materials will be utilized in this course.

COURSE REQUIREMENTS

Attendance: Each student will be expected to be in class for all regularly scheduled meetings. A student's schedule is considered a contract and constitutes a series of obligated appointments. Absences are counted from the first scheduled meeting of the class. Roll is taken at the beginning of each class meeting. Each student should be at his/her assigned seat or workstation ready to begin working when the bell rings.

The Hamilton County Department of Education believes that attendance is a key factor in student achievement. Students are expected to be present and punctual each day that school is in session.

Absences: Students are expected to be in school and on time for each class. A student who is not in school for at least half the day will be counted absent for the day.

Tardiness
Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 7:25 a.m. must obtain a pass to give to his/her first period teacher.

Tardy Policy:

1-3 tardies per class = warning
4-6 tardies per class = detentions
7-9 tardies per class = ISS
10th tardy = suspension and parent meeting with social worker.

Course Credit: A minimum 71 scheduled of hours are required for a student to receive one credit in a course. The student must be productive (on-task, following course objectives, and completing assignments) in order to receive credit for hours spent in class.

Daily Assignments and Participation: Daily practice assignments completed both in and outside of class as homework will be collected and reviewed for completeness including accuracy and the ability to complete the task following all directions. All assignments must be completed in order to receive any credit (no partial credit).

Behavior Policy:

The following classroom behavior will be observed by all students:

- Be on time and prepared for class.
- No food or drink in the classroom, except water.
- To use the Internet, permission will be obtained. You must be in compliance with the Hamilton County Schools Acceptable Use Policy.
- Always be respectful to classmates, teacher, and computers.
- All Signal Mountain Middle High School rules apply to conduct in the classroom (see student handbook).

Technology User Agreement and Guidelines: Please read and sign the attached computer usage agreement and return it to the instructor before being able to use the computer.

Personal Presentation: All students will give a presentation using PowerPoint to the class. This is one of the biggest projects of the semester.

IB Design Project: All students will complete an IB design project. This is the largest project of semester and will be comprised of 8 daily grades, 6 test/project grades.

Essential Question: Essential Questions will be written in a notebook or journal at the beginning of every class period. Every question will be answered at the end of class. All essential questions will be turned in for a test grade at the end of the semester.

Make-Up or Late Work: All assignments are due at the beginning of class on the assigned due date. Per HCBE make-up policy you have 5 days to make-up work after being absent.

Exams and or projects: Most test grades from Computer Applications will come from project; however some will be a combination of multiple choice and true false. We will also be incorporating the IB Design cycle into at least 1 project during the semester.

Final Exam: A comprehensive final exam will be given at the end of the semester. The exam will be multiple choice and true false.

EVALUATION

Overall Grading Scale		
A=100-93	B=92-85	C=84-75
D=74-70	F=69-Below	

ACTIVITY	*PERCENTAGE OF FINAL GRADE*
Daily Activities and Participation	50%
Tests & Projects	30
Final Exam	20
TOTAL	100%

TOPICS
See State Standards

SPECIAL NOTES

See Calendar on Website

Revised 08/15

SIGNAL MOUNTAIN MIDDLE HIGH SCHOOL
Computer/Internet & Syllabus User Agreement

1.   You must have a current Computer/Internet User Agreement on file before using the computer and accessing the Internet.
2.   Log on to the computer using your personal login only.
3.   You may print only school-related information.
4.   The Technology Support Services Department at the Hamilton County Board of Education is monitoring your Internet activity.
5.   Accessing inappropriate web sites may result in immediate suspension of computer/internet privileges at Signal Mountain Middle High School.
6.   I have read and understand all the material that is in the Syllabus.

I understand that as a user of the Hamilton County Schools computer network, I hereby agree to comply with the previously stated rules—communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. (Refer to the Signal Mountain Middle High School Code of Behavior and Discipline).

_____   _____
Student Signature   Date

_____
Student Name

As the parent or guardian of the minor student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be liable for violations in the Computer/Internet User Policy. I understand that some materials on the Internet may be objectionable, but I accept the responsibility for guidance of Internet use, setting and conveying standards for my child to follow when selecting, sharing, and exploring on an independent basis.

_____   _____
Parent/Guardian Signature   Date

_____
Parent/Guardian Name