

Advanced Computer Applications
Mrs. Terry Brown
terry.brown@mcminnsschools.com

I have attached a summary of the course descriptions, but if you would like a more detailed description of what your child will learn in my class, please use the following instructions to access the State of Tennessee's Department of Education website and view the standards and competencies for each course:

- Go to <http://www.tn.gov/education/section/career-and-technical-education>
- Click Career Clusters and Standards

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. 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). Students may also obtain dual credit for this course through Cleveland State.

Grading Scale

All assignments will be graded on a 100 percent scale. All grades will be counted equally. Extra credit will be given at various times. Students will be responsible for all missed assignments.

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

If a student chooses to use another student's work and turn it in as his/her own, he/she will receive a zero for that assignment.

Software Utilized

Microsoft Word, Microsoft Excel, and Microsoft PowerPoint

Dual Credit

Students in Advanced Computer Applications will be given an exam at the end of the year to earn dual credit for Cleveland State. Also, I will be introducing the Microsoft Certification this year.

Classroom Rules

- Be in your seat when the bell rings.
- No food or drinks at the computer tables.
- Return your USB drive to the proper box before leaving class.
- Be respectful to the teacher as well as your classmates.
- Use appropriate language.
- Phones may not be used in the classroom.

ADVANCED COMPUTER APPLICATIONS

Student Name: _____ Class Period: _____

INTERNET FORM

Students will be using the computer/internet to complete several of their assignments. They will need your permission to use the internet. Internet usage will be supervised at all times.

_____ Yes, my child has permission to use the internet for school purposes.

_____ No, my child does not have permission to use the internet for school purposes.

CENTRAL HIGH SCHOOL OF MCMINN COUNTY INSURANCE WAIVER/INFORMATION FORM

Please check the appropriate box regarding your child's insurance information and sign below.

_____ I have purchased the School Insurance Plan that was offered to my son/daughter.

_____ I do not wish to purchase the School Insurance Plan offered to my child. I do not have adequate insurance coverage for my child, and I will not hold the school financially liable for any incidents that may occur while he/she is attending school.

_____ I have adequate insurance coverage to cover the below named student. (Must complete information)

_____ Name of Insurance Company	_____ Policy Number
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_____ Parent Printed Name	_____ Parent Signature	_____ Date
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PHOTO/VIDEO PERMISSION FORM

There may be times when pictures and/or videos made be made of classroom work. Pictures may be posted on the FBLA (Future Business Leaders of America) website, newspapers, yearbooks, etc. These will only be used in connection to school activities.

_____ Yes, my child's pictures may be used for the above stated purposes.

_____ No, I do not wish for my child's picture to be used for the above stated purposes.

_____ Student Signature	_____ Parent Signature	_____ Date
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ADVANCED COMPUTER APPLICATIONS

I have read and understand the rules and guidelines for Mrs. Brown's Computer Applications class. I have been given the state website to access individual standards and will be given a printed copy upon request.

Student Name Printed

Student Signature

Date

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

If you wish to have contact by email: Please list your name and email address below:

Name

Email Address

*Must be returned in order to participate in activities