Computer Applications II
COURSE SYLLABUS
Savannah High School

<table>
<thead>
<tr>
<th>Teacher: Ms. Lakita Reese</th>
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<tr>
<td>Phone Number: 912-395-5050</td>
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<td>Room Number: A221</td>
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<td>Email: <a href="mailto:Lakita.Reese@sccpss.com">Lakita.Reese@sccpss.com</a></td>
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<tr>
<td>E-mail for coursework: <a href="mailto:ReeseLak@gmail.com">ReeseLak@gmail.com</a></td>
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<td>Website: <a href="http://www.computerapplications2.myicourse.com">www.computerapplications2.myicourse.com</a> and <a href="http://www.gcflearnfree.org">www.gcflearnfree.org</a></td>
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<td>Tutorial Days and Times: 1st Mondays: 2:55 p.m. – 4:25 p.m. *Other days available by appointment.</td>
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<td>Pre-requisites: Computer Applications I</td>
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<td>Career Pathway: Administrative and Information Support</td>
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<td>Computer Applications I</td>
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<td>Computer Applications II</td>
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<td>Business Communications and Presentations</td>
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Course Description (from GeorgiaStandards.org):
The goal of this course is to provide students with opportunities to enhance their computer technology, decision-making, productivity, communications, and problem-solving skills. Areas of instruction include advanced computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software, as well as the use of emerging technologies.

In this course, high school students can acquire advanced skills required to create, edit, and publish industry appropriate documents. Areas of study will also include oral and written communications and information research for reporting purposes. Competencies for the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the core employability skills standards and technical skill standards.

Course Expectations
You will complete challenging and real world projects typical in the business field. High quality work is expected and you will be given the opportunity to redo work. Classroom activities will include class discussion, reading, writing, note-taking, projects, and problem-solving. Major projects will be presented to the class individually and in groups. Assessments such as tests and quizzes will be completed online. Projects will also count as assessment grades. In addition, extra credit will be given to students on any assessment, if proof can be shown that you are a member of Future Business Leaders of America (FBLA). I highly encourage you to join this student organization as it will help you develop and enhance business and leadership skills for the work world.

Extra Help
Extra help is available after school from 2:55 p.m. - 4:25 p.m. on 1st Mondays and any other weekday by appointment in RM A221. Career and Technology (CTE) department tutorials are held on every Monday in a designated CTE classroom. Any student who falls below a 70 grade average (the proficient level) will receive a phone call or a written notice to the parent/guardian with an explanation of the reasons for the drop in grade. Students who persist in doing work that is below the proficient level will be asked to develop a specific contract for the improvement in the course grade and quality of work. Parents/guardians will be involved in that process and will sign the improvement contract.

Required Materials:
- 3-ring binder, Dividers (optional), Pencils, Black or Blue Pen, Notebook paper

Make-up Work and Re-Test Policy
Students are responsible for any work missed due to absences from school.

An excused or unexcused absence merits a “0” for any work missed in class on the day of the absence. If you miss a scheduled exam and/or class assignments during your absence, it is your responsibility to request a retest and/or the class assignments within a week of your return.
Course Goals
At the end of this course you will be able to:
2. Apply your knowledge of Word, Excel, Access, and PowerPoint to real life scenarios and problems.
3. Use technology to communicate effectively with your peers, teachers, experts, and other audiences.

Major Projects
1. Special Events Invitation Mail Merge Project
2. Magazine Cover Project
3. Fast Food Fun Excel Project
4. 15 Most Wanted CDs Database/College Information Database
5. Interactive PowerPoint Project
6. Career Exploration Project
7. Electronic Portfolio

Evaluation:
Major tests/Quizzes
Major Projects
Class work
Article Summaries
Class Participation
Bonus Points:
• Join FBLA
• Schedule a speaker for the class
• Volunteer for a school activity

Grading:
1. 40% Class assignments, sponge activities, individual participation, group participation, make-up and extra credit work, quizzes

2. 60% Major tests, Major Projects/Research, quizzes

Computer Lab Policies
DO NOT:
• Eat or drink Near the Computer Stations
• Visit Inappropriate Websites (YouTube, Myspace, Facebook, etc).
• No listening to music unless it is part of an assignment or project. *Permission may given at the teacher’s discretion to quietly listen to music while you work.
• Transmit, access, print, download or upload any material that may be deemed pornographic, obscene, sexually explicit, indecent or vulgar
• Vandalize, damage, disable, or gain unauthorized access to another person’s property, file, data, or materials.
• Download games, music, or any unauthorized software.

**Consequences for violating these policies will result in loss of computer and internet privileges.**
Computer Applications II
Please sign, date, and return.

STUDENTS: I have read the Computer Applications II course syllabus and classroom policies and expectations. I understand them and will honor them while in Ms. Reese’s class.

Signature: _______________________________    Date: ________

PARENT/GUARDIAN: My child has discussed the Computer Applications II syllabus and classroom policies and expectations with me. I understand them and will support them.

Signature: _______________________________    Date: ________

TEACHER: I will be fair and consistent in administering the syllabus and classroom policies and expectations for the Computer Applications II courses.

Signature: _______________________________    Date: ________