DEPARTMENT OF BUSINESS
SILVERTON HIGH SCHOOL
INTRO TO COMPUTERS

INSTRUCTOR INFORMATION:	E-MAIL:	CLASSROOM:
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Business Teacher		
FBLA Adviser		

GENERAL INFORMATION:

Course Description: Intro to computers is intended to help you be successful as a high school student, and to help you develop professional skills you will need once you graduate. Social and professional skills are just as important as technical skills. You will need both of these skills to be competitive in the job market. In this course, you will master the finer elements of business correspondence and effective electronic communication. You will learn how to analyze data and create representations of data for communication to others. You will learn how to effectively manage data and become familiar with Microsoft and Google products. Upon completion of this course, you will have the opportunity to test and receive industry certification in the Microsoft product of your choice (PowerPoint, Excel, or Word). Industry certification can be placed on resumes and help increase employability as well as attribute to your success in the classroom and work environment.

Credits: .5 **Prerequisites:** None

Measurable Student Learning Outcomes:
1. Develop professional business communication skills.
2. Identify basic microcomputer hardware terminology associated with input, output, processing, and storage.
3. Improve typing speed and accuracy.
4. Identify spreadsheet concepts, follow instructions to create, edit, save and analyze a worksheet.
5. Describe word processing concepts to create, edit, collaborate on, and save a document.
6. Conduct electronic communication in a professional manner.
7. Demonstrate proficiency in managing citations and references in a research document.
8. Design professional documents, presentations, and web sites.
9. Demonstrate effective research skills while preparing professional documents.
10. Define ethical implications and role of technology in business and in society.
11. Distinguish the appropriate application for a given task.
12. Utilize the internet for communication and information access.
13. Demonstrate proficiency in at least one Office application through industry certification.

Expectation for use of Technology:
Students will use Microsoft Office products, Google Classroom/Chrome/Drive, and the Windows 7 operating system.

Course Materials:
Textbooks:
Computing Now, Glen Coulthard, 1st edition, McGraw-Hill College
Building a Foundation with Microsoft Office 2013, Labyrinth Learning
Websites:
GMetrix online resource
Google Classroom *Google Classroom will be the main source of assignment expectations and rubrics.*

Course Requirements:
      1. Attend class and participate fully in a professional manner.
      2. I do not expect you to be a computing expert; however, it will be helpful if you have the skills and knowledge
      to:
- Navigate to Google Classroom for the course.
- Send and receive email.
- Save and retrieve documents saved in your Google Drive or school drive.

      If you are unfamiliar with how to do any of these four things, please let me know as soon as possible. I'll be glad
      to help you get started.

Future Business Leaders of America (FBLA) Membership:
      FBLA is a leadership organization that is here to help guide the next generation into being successful business
      leaders. Their mission is to bring business and education together in a positive working relationship through
      innovative leadership and career development programs. Our Silverton FBLA chapter leads volunteer projects in
      the community, competes in a wide range of competitive events at the local, state, and national level, attends
      leadership conferences, and manages the Fox Shop (Student Store on campus). Regardless of career choice,
      involvement in FBLA will help students develop leadership skills that will help them be successful in ANY chosen
      career. If interested, membership forms are located in the classroom (C132).

ATTENDANCE AND GRADING:

Evaluation of Student Performance:

ASSIGNMENT	Points Possible
Assignments	5 pts each
Assessments	25 pts each
Discussion Posts	5 pts each
Team Projects	25 pts each
Final Project	50 pts

Late Assignments and Grading Procedures:
Grades will be updated on Pinnacle each Monday. If a student turns an assignment in ON TIME, and are not satisfied
with their grade, they have the opportunity to resubmit. If an assignment is turned in late, the student WILL NOT have
that opportunity unless arrangements to turn an assignment in late were made BEFORE the due date. If you submit late
work, you must communicate that with me in order for it to be graded. I will not go back and look for assignments that
come straggling in on my own! In the work environment, an employee who consistently turns work in late and of
inadequate quality will most likely find themselves job hunting again. This grading policy is in place to assist students in
improving employability skills. It is the student's responsibility to check their grades regularly and to discuss any
discrepancies they feel exist with me. Parents: Students need to learn how to advocate for themselves, please help
encourage them to initiate conversations.

My Philosophy:
This is a business class in the Career and Technical Education (CTE) department. My focus is on integrating core subjects
and necessary job skill development with the technical class subject to increase a student's potential for employability.

According to the Job Outlook survey in 2012, teamwork job skills are necessary to getting hired according to 80% of
employers and a survey of 23,000 employees across industries and locations reported that 60% of their day-to-day work
required regular coordination with 10 or more people (Including those in different departments or leadership positions).
To mimic the work environment, team projects are an integral part of this course. If students are not working
productively and collaboratively with team members, I will step in as the boss and "fire" individuals from the project if

necessary (I really don't like "firing" people!). This will mean that the student will need to complete an alternate assignment on their own to earn the points (believe me, you will prefer the team project☺).

Grading:
The following grading scale points will be utilized to award letter grades:

A = 90-100%	D = 60-69%
B = 80-89%	F = Below 60%
C = 70-79%	

PROCEDURES AND POLICIES YOU NEED TO KNOW:

Business Tools: Cell Phones, Smartphones, and Laptops:
I understand the importance of electronic devices in the business world in order to be as efficient as possible. However, I also know that they can serve as a distraction. These devices are powerful tools that will be used in this class as just that – tools to conduct the business of the class. If I find that a student is using an electronic device in class inappropriately or without permission, it will be collected and the parent will have to come in and pick it up, as per school policy. *Don't be embarrassed!*

Guidelines for a Productive and Effective Online Classroom:
Students are expected to conduct themselves in the course (e.g., on discussion boards, email) in compliance with the school's regulations regarding civility.

Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. Differences in beliefs, opinions, and approaches are to be expected. In all you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.

Active interaction with peers and your instructor is essential to success in this course, paying particular attention to the following:
- Unless indicated otherwise, please complete the readings and view other instructional materials before participating in the discussion board.
- Read your posts carefully before submitting them.
- Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
- Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

Expectations for Student Conduct: You will be expected to conduct yourself in a professional manner. Academic dishonesty, such as plagiarism and cheating, will be handled according to the procedures outlined in the student handbook. Students are expected to be honest and ethical in their work.

OAR 576-015-0020 (2) Academic or Scholarly Dishonesty:
a) Academic or Scholarly Dishonesty is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another.

b) It includes:

(i) CHEATING - use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.

(ii) FABRICATION - falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

(iii) ASSISTING - helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).

(iv) TAMPERING - altering or interfering with evaluation instruments or documents.

(v) PLAGIARISM - representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

c) Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.