



# Computer Business Applications I

## Course Syllabus



**Mr. Sweet-- Room C207**

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### **COURSE DESCRIPTION:**

During this course, we will cover the following topics:

- General Keyboarding & Technique
- Basic Computer Operations

- Internet Exploration
- Word Processing Applications

Students will develop and reinforce skills in keyboarding input methods and basic computer operations. They will gain proficiency in using word processing, and presentation software. Students will also demonstrate guidelines on how to use the internet safely, efficiently, and how to evaluate the validity of internet sources. They will learn correct e-mail etiquette and principle usages of email.

### **COURSE POLICIES:**

This class is oriented for a guided practice and individual practice format; therefore attention, cooperation and personal effort are a necessity. Reprimands will consist of - in this order - a correction, a warning/call home, and then detention. Of course, some outstanding instances will result in immediate detention without warning.

**Be on time!** It is your responsibility to be through the doorway before the bell rings and the door shuts. To enter the classroom after this occurs you must have a school certified pass to be considered "excused." **I DO COUNT TARDIES!**

**All rules and policies of the Hazelwood School District apply. Phone are to be kept out of sight and out of mind!!!**

Most of the course work will be completed in class. However, some assignments will be completed at home. All assignments will be turned in on time OR subject to penalty. All grades are available online using your student number and 6 digit birthday. Grades are updated as assignments are turned in. **After being absent, it is YOUR responsibility to check with the teacher and get your missed assignments and corresponding due date(s).** All missing/make-up assignments will be due - **no later than two days** after you return to class - except for extenuating circumstances. After that, all assignments will be a zero. If you do not turn in work on assigned date it will be a zero.

There is a set of class books we will use but will remain in Room C207 at all times. Please leave workstation as it was when you came in to class. Nice and neat! Push chair in when bell rings.

### **MATERIALS/SUPPLIES:**

Notebook/Folder                      Pen/Pencil                      Brain                      Positive Attitude

**\*Bring all materials with you everyday**

### **EVALUATION:**

Students will be graded on class participation, technique, classwork, and tests. Tests will account for 70% of your class grade, and all other class work will account for the other 30% of your class grade.

### **TESTS/QUIZZES:**

Tests/quizzes will come in a variety and combination of forms – T/F, Multiple Choice, Short Answer and Case Problems. Almost every test will have some type of PERFORMANCE or CASE PROBLEM question. **If you are absent on a test day, know about the test and your absence is unexcused you must find time on YOUR own to make-up the test. No in class time will be given.**

### **GRADING SCALE:**

A = 90-100%    B = 80 - 89%    C = 70 - 79%    D = 60 - 69%    F = 59% and BELOW

### **END OF CLASS PROCEDURES:**

Close & save all programs to your student folder, log off computer, return books to cart, push your chair in when bell rings. Leave your area like it was when you came in the classroom—**CLEAN! \*DO NOT LINE UP AT MY DOOR!!!\***