



**Orange Preparatory Academy (The Prep)
Business Small Learning Community**

Beta Pi Advisor $\beta \pi$

Syllabus for Computer Applications I & II

Mr. Gamble

For email: gamblegL@orange.k12.nj.us

For Google Drive: GGamble@orange.k12.nj.us

Voicemail: 862-438-5406

Course Description:

Intro. to Computer Applications I

In Computer Applications I, Students are taught in detail, the basic features of **Word, Excel, and PowerPoint**. Keyboarding will be stressed and accomplished using the **QWERTY** method. Students will design their own letterheads, key in personal and business letters as well as memorandums. Class work deals with editing and printing of reports, essays, term papers, clip art, word art, resumes, application letters and utilizing Word templates. Introductory skills using Excel and PowerPoint will also be taught. All students must pass a touch-typing test. Upon completion of this course, students will have a strong background in the effective use of productivity software to increase their efficiency.

Intro. to Computer Applications II

Computer Applications II builds upon the skills students covered in Computer Applications I. They are taught in detail, the more intermediate features of **Word, Excel, and PowerPoint**. Proficiency in keyboarding will be continued from Computer Applications I. Students will increase typing speed while continuing proper keyboarding techniques. Class work will help student refine their introductory skills using **Word** and **Excel**. Advanced projects require students to determine appropriate format and solutions while utilizing **Word, Excel, and PowerPoint**. Upon completion of this course, students will have a stronger background in the effective use of productivity software to increase their efficiency. Students will prepare to take the Microsoft Office Specialist Certification Test with anticipated certification fees of \$100.

This course meets every day for forty-five minutes.

Requirements to Receive Credit:

Students must receive a final grade of 65 or higher in order to receive the 2.5 credits for this course. If a student accumulates nine (9) or more unexcused absences the student may not receive the 2.5 credits for the course regardless of the final grade.

Course Format

Projects	Presentations	Videos	In-class discussion
Group Activities	Work Orders	Online Research	Industry Software

Materials Needed:

Earbuds Flash Drive Pencil Case Writing Utensils Pocket Folder Notebook

Portfolios:

Students will keep a digital portfolio of all major projects, writing assignments, tests, and best work. Students will frequently reflect on assignments to assess their strengths and improvements. They will also reflect on the areas in which they need to grow. Reflections must be completed for portfolios and will be graded. At the end of the year, the portfolios will be transferred to the students' new teacher.

Journals:

Students will keep a journal. Entries may include but are not limited to short reflections, brainstorming for a self-selected topic, drawings, pictures, inspirational objects or the beginning of a major project. Students will be encouraged to apply newly acquired skills. The journal will be checked on a regular basis.

Expectations for Turning in Assignments:

Both class work and homework must be legible, neat, accurate in form and content, and completed on time. Late assignments may not be accepted for credit and will lower a student's grade point average. Missing assignments are defined as items left at home, left in a locker, or deemed incomplete. Missing homework/class work assignments will receive a grade of zero. Students will also receive a zero for work that is plagiarized, completed during another teacher's class, or involves cheating of some sort. Major assignments may be accepted one class day late and will have ten (10) points automatically deducted from the total score.

*Malfunctioning computers and or printers will not be an accepted excuse for late assignments.

Absenteeism:

If students are absent, they can obtain their assignments in a multitude of ways: ask a friend, email the teacher, or speak with the teacher. For each day students are absent, they have one day to make up the task. Also, students will receive a zero for the day unless he/she submits a doctor's note to the teacher.

If students are absent from class because they are at an assembly, practice, a counseling session, on a school trip, or are suspended, they are responsible for all missed homework and class work. In order for these absences to count as excused absences, students must present a valid pass.

NO EXCEPTIONS WILL BE MADE.

Tardiness:

Students are tardy when they are not in their seats when the bell rings. Any student who elects to leave the classroom without permission for any reason takes a tardy for that period. Tardiness affects students' grades.

Scheduled Help:

Students in need of extra help may make an appointment in advance for an after-school help. Arrangements must be made in advance with the teacher to avoid conflicts.

Bullying/Harrassment/Intimidating:

Orange Preparatory Academy expects pupils to treat each other with civility and respect, and the community will not tolerate acts of bullying, harassment, or intimidation.

Consequences for inappropriate behavior:

- 1st infraction = A verbal warning is given.
2nd infraction = Action Plan, Parental contact and Detention.
3rd infraction = Disciplinary referral due to students' inappropriate behavior.

Grading Scheme:

- Quizzes and Tests = 30%
Class Participation = 15%
Class Work = 20%
Authentic Assessments = 25%
Homework = 10%

CLASSROOM MANAGEMENT - BE RESPECTFUL!

- All students have the right to learn in a safe environment.
- All students are expected to behave in a respectful manner.
- Anyone who disrespects, disrupts, or threatens anyone or anything will be removed from the classroom.

FOLLOW THE RULES!

- The Prep Communications Agreement will be strictly enforced.
- Visiting inappropriate Web sites and emailing of any kind is not allowed.
- No software programs or games will be installed or used on lab computers.
- Cell phones must be turned off and kept from sight.
- Eating and drinking is not allowed in the computer lab.

BE RESPONSIBLE!

- Students are responsible for equipment assigned to them during class (i.e. books, computers, etc.).
- Questions/problems should be reported to the teacher promptly.
- Any damage or tampering of any kind will be dealt with accordingly.

ACADEMIC INTEGRITY POLICY**Student Handbook Definition:**

- Dishonest behavior when doing class work or assignments and tests.

Samples of cheating:

- Using unauthorized assistance on any assignment or test
- Turning in work previously prepared for another class
- Turning in work that was prepared or partially prepared by another student
- Taking credit for group work when you did not contribute significantly or meet your obligations
- Helping someone to cheat

- Printing an assignment out for someone else
- Sharing electronic files with another student
- Giving someone an assignment or test to copy from
- Allowing someone to look at your test paper
- Assisting another student in any of the above

- Plagiarism:

- Copying and pasting work from the internet
- Using the words or ideas of another writer as your own
- Rewriting someone else's work and changing a few minor words
- Summarizing someone else's work without acknowledging the source

Consequences:

1st offense: Student(s) will receive a “0” for the assignment and will repeat the assignment for zero credit. In addition to the handbook policies regarding cheating offenses, student(s) will receive a written referral, a detention, and parents will be notified.

2nd offense: Loss of credit in the course

Responsibility:

- Students are responsible for knowing the academic integrity policy and may not use ignorance as an excuse for dishonesty.

How Students Can Be Successful

- **Be in class, on time, everyday!**
Be ready to learn and have your materials with you. If you are absent, make up your work.
- **Read the materials provided! Have a question? Refer to the text book!**
- **Practice, Practice, Practice!**
- **Do your work and turn it in on time!**
If you are not completely finished with an assignment, it is better to turn in what you have than nothing at all.
- **Participate in class!**
Learning is not a spectator sport...you must engage your brain. Take part in activities and discussions.
- **Take Notes!**
Review your notes at home so you can remember the information.
- **STUDY FOR TESTS!**
Don't just expect miracles.
- **Manage your time wisely!**
Don't procrastinate and wait until the last minute to throw something together for a project.
- **Pay Attention!**
Don't let others distract you from your learning and success. Don't be the cause of someone else's distraction.
You are not paying attention when:
 - o There is a blue glow upon your face when your computer is supposed to be off.
 - o Your eyes are darting back and forth between your computer and the teacher.
- **Ask for Help!**
If you don't understand something, let me know. If you need additional help, we can meet before or after school.

What Parents/Guardians Can Do to Help Their Teen be Successful

- **Ask your teen to summarize what we are learning in class.**
- **Check grades on Parent Portal.**
Grades may be monitored by accessing ParentPortal on our school web site. Needed: Student's ID # & password.
- Check that your student is coming to school and attending class.
- Call or e-mail the teacher if you notice your student is struggling.
- **Provide a regular schedule at home.**
It is important to help your teen get enough sleep at night and for them to eat a good breakfast before school.
- **Help your teen balance their after-school activities.**
It is easy for teens (and adults) to become too busy with sports, clubs, church, etc. Make sure they have enough time to do homework, study, and have some relaxation time.
- **Provide a good study space**
A space that is quiet and free from distractions will help your teen focus on their homework.

What the Teacher Will Do to Help Students be Successful

- **Arrive to class prepared daily with informative lessons.**
- **Help students see the relevance of the business world in their own lives.**
- **Make myself available to offer additional help outside of class time.**
- **Encourage students to be successful academically and involved in our community.**
- **Ensure a safe & ethical environment for learning while promoting positive character development.**
- **Show students and parents respect through my words and actions**

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Computer Applications Syllabus
Mr. Gamble
gambleL@orange.k12.nj.us

I have read and understood Mr. Gamble's syllabus. If I have questions, I know that I can contact Mr. Gamble at The Prep by dialing (973) 677-4135, leave a voicemail at 862-438-5406, or by emailing him at gambleL@orange.k12.nj.us.

COMPLETE THE INFORMATION BELOW

Parent's Name (Print): _____ Date: _____

Parent's Signature: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Current Email Address: _____

Best Time to Contact: _____

Child's Name (Print): _____ Date: _____

Child's Signature: _____

**PLEASE SIGN THIS PAGE AND RETURN IT TO SCHOOL TOMORROW
ALONG WITH THE INTERNET ACCEPTABLE USE AGREEMENT AND
PHOTO/VIDEO RELEASE FORM**