**Computer Business Apps**

**Course Description:** This course is meant to introduce the concepts needed for proper use of business apps. Students will learn better techniques for keyboarding. The class will also teach students how to use word processing programs as well as other apps needed in the business world.

**Unit Descriptions:**

Unit 1 – Keyboarding

Unit 2 -- Spreadsheets

Unit 3 -- Slides/Power Points

Unit 4 – Word Processors

**Grading Scale**

A – 100 – 90

B – 89-80

C – 79-70

D – 69-60

F – 59 and below

**Classroom Work**

In this class we will be working on the basics of HTML and how to code in HTML. We will also be building websites using Adobe Dream Weaver. All work should be completed in class.

**Late Work**

Any work turned in after the due date will loose 10% for every class period it is late. The exception is Absent students. If work can be printed out then it will be in the basket by my desk. Late work can have up to 50% of possible points taken off.

**Absent students**

If a student has an excused absent it’s the student’s responsibility to find out what work was missed. The student will have one class period for every class period missed to make up work. If the student missed a test then the student needs to setup a time to make up the test.

**Cell Phones**

At no time are cell phones to be out during class as we have chrome books and computers for finishing classwork. If you have your phone out in class it will result in call or e-mail home. If you continue after that you may face a behavior referral.

**Student Spotlight:** Each student has a chance to earn tickets that they can put their name on and put in the designated area for their class. Tickets will be given out for positive achievements in the classroom. I will announce when the next drawing will be and what the potential prize or prizes are. This will include having your name under the student spotlight in class.

**After School:** I usually stay after school 30 minutes unless I have an appointment or meeting. I ask students please communicate with me to stay after school or complete work. If students need more than 30 minutes I ask them to please let me know. I will do my best to make time available.