

Introduction to IC3, Word, Excel, and Power Point
Articulated w/Norco College
Syllabus/Classroom Management Plan
Mrs. Standridge

Business Pathway Program: We offer a business pathway program; Business Management, that can be obtained during your students 4 years at Norco High. Upon completion your student can earn a certificate, cord of distinction and a placement on their transcript. In order to complete the Business Pathway/ Business Management you must complete the following courses in order and certify:

Tech Apps 1A and 1B – IC3 Computer Literacy/ year long course

Tech Apps 2A - Two of the following courses: Word, Excel or Power Point /semester long courses

IC3: Length of Course: 2 Semesters

1. IC3 Computing Fundamentals
2. IC3 Key Applications
3. IC3 Living Online

The general objectives of each course is as follows:

Computing Fundamentals

This course covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology. Learners will understand how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems. They will identify different types of software and explore the fundamental concepts relating to popular applications, such as word processing, spreadsheets, presentation software, databases, graphic and multimedia programs, and many others. Also covered is a discussion of the most popular operating systems (e.g., Windows, Macintosh OS, Linux, etc.) and their capabilities.

Key Applications

This course covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work\ smarter, and present yourself better. Learners will learn how to perform common functions for file-- management, editing and formatting, and printing and outputting. They will understand how to format text and documents, and to use word-- processing tools to automate processes such as document review, security and collaboration. Learners will also understand how to learn how to sort and manipulate data using formulas and functions, create simple but effective charts, and draw conclusions based on tabular data and charts.

Living Online

This course allows learners to acquire skills for working in an Internet or networked environment and maximizing your communication, education, collaboration and social interaction in a safe and ethical way. This includes understanding that different networks transmit different types of data, the roles of clients and servers in a network, and the fundamental principles of security.

Length of Courses: 1 Semester

In each course, students will go through sessions of training, lab work, and tests in order to be certified by Microsoft as a specialist. All work is completed on the computer.

Word Course Description: This course is designed to introduce word processing skills using Microsoft Word to create business documents. Word is a powerful, full-featured word-processing application. You can use Word to create reports, tables, letters, memos, Web pages, and much more. The Word features enable you to prepare documents efficiently. Word provides many features that give you the ability to improve and enhance your documents. Editing and formatting features gives you the ability to refine your documents and determine how they will look on the screen, on the Web, or as printed pages. Word provides a number of features, including pictures, drawing tools, data elements, templates, and styles, which will all help you to create an attractive document.

Excel Course Description: In today's fast-paced, technical business environment, numbers are everything. Much of our success hinges on how well we can manage the data-statistics, planning, reporting – that we encounter on a daily basis. We learn how we are doing and discover our next course of action by studying numbers. An incredibly powerful tool for doing this is Microsoft Excel. MS Excel is the standard spreadsheet application for both the business world and personal use. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic MS Excel worksheets.

PowerPoint Course Description: Microsoft Power Point is a presentation graphics program where you can create, edit and manipulate professional looking slides to communicate information. Professionals and students alike use Power Point to facilitate meetings, supplement classroom learning, and share information using a wide variety of media including graphics, pictures, audio and video clips.

Supplemental Materials:

Textbook:

- Computer Software: Learn Key, Gmetrix, Microsoft Office Suite; Certiport; Microtype Multimedia

Expectations: All students will be expected to excel and perform to the best of their abilities in my classroom.

- Behavior:
 - No personal grooming in class.
 - No eating or drinking in class (water is acceptable)
 - Have a good attitude. Good language is expected at all times.
 - Respect each other and the teacher.
- Students who violate the above rules are subject to disciplinary intervention (detention) and or loss of points.
- Attendance :
 - It is important that you come to class. You can't do well in school if you are not here.
 - Be in your assigned seat and ready to work when the tardy bell rings.
 - School tardy policy is enforced and will reflect on your participation points.
 - Absences are your responsibility for finding out what you missed and making up the work.
- Student Work and Missed Work:
 - Students are to bring paper, pen (no red pen), and a pencil every day to class.
 - Keep your work. Do not throw away your papers. If you have a disagreement with your grade you must have your work to back it up.
 - If you are absent one day of school you have one school day to make it up. If you are absent multiple days you have however many days you were absent to make it up. So if you miss 5 days you have 5 days to turn in the work. See teacher for any questions.
 - Make up tests need to be made up at lunch or in the gym after school as I coach in the fall. No make-up tests during class. You have one week to make up a test and it is your responsibility to schedule a make-up date.
- Clean Up Procedures:
 - Workstations are to be left NEAT and CLEAN. No writing on the desks, computers, or books. At the end of each period all materials and books should be returned to their proper place.

- Bathroom Passes:
 - Each student will be issued 5 bathroom passes per semester. If your child has special needs please contact me.

Grades: Your grade will be determined on a point system, which includes participation, assignments, projects and tests. I will be utilizing a web-based program called Q, which allows students' and parents to view their grade.

Grading Scale:

100% A+	75% C
95% A	70% C-
90% A-	69% D+
89% B+	65% D
85% B	60% D-
80% B-	59% F and below
79% C+	

Parents please email or call me if you have any questions. Email= sstandridge@cnusd.k12.ca.us Norco High School= 951-736-3241 EXT. 25138. My conference period falls between 2pm and 2:44pm, which is 6th period. I'm looking forward to having your student in my class.

Thank you

Mrs. Standridge

Please **read the syllabus** and fill out this page and return **this page only** by the next class meeting or assignment due date. Keep the syllabus for your files as future reference.

I _____ (Please print student's name on line) have read the syllabus and understand the expectations and grading policy for Introduction to Word, Excel and PPT.. By signing this agreement I understand the requirements that are expected of me in this classroom and I will adhere to these standards.

Student Signature _____

Which parent should be contacted? List contact Parent or Guardian Name here:

_____ (please Print Parent's name on this line)

Parent Signature _____

Home Number: _____ Parent's Cell Number: _____

Parent's Work Number : _____ (optional) Best time to reach Parent _____ and what number _____

If it's okay to contact the parent via email please list your address below.
