

# Syllabus – 2015-16

## **Room 3 with Mrs. Sandy Geyer - Computer Applications in Business A/B; Web Development I/II**

Welcome to computer class! This overview will communicate the expectations, course content, course requirements, policies, and other information that will give students the opportunity to achieve success and have a fun and positive learning experience. I am looking forward to the semester and assisting students in mastering computer skills that are in high demand in college and the workplace.

Both of the *Computer Applications in Business A/B* and *Web Development I/II* courses meet *International Society for Technology in Education Standards (ISTE)*, *Career Technical Education Standards (CTE)*, and incorporate *Common Core* standards; the courses are offered within the **Hart District Business/Computer Technology Pathway**. The courses meet practical art and general elective credit requirements.

### **Computer Applications in Business A/B**

This course is based on CTE Foundation Standards for the following Industry Sectors: Finance and Business, Marketing and Sales, and Information Technology. The Computer Applications in Business A/B course sequence aligns with COC's *Computer Applications* courses; high school students who have completed Computer Apps A/B will have the necessary skills to enroll in and succeed in [CAWT 150, 155, 165](#).

**Computer Applications in Business A/B** will have students develop digital literacy skills to communicate and work efficiently and effectively to find use, summarize, evaluate, create, and communicate information using digital technologies. Students will learn how to use computers to collect, store, distribute and communicate information within a business context. Students will learn how to use current industry-standard office software to complete high school/college coursework and create professional workplace documents using MS Word, Excel and PowerPoint; students will learn and practice file management; and students will learn open source software including Google Docs and Prezi. Student proficiency will be measured throughout the school year by the satisfactory completion of assignments and assessments. For more information see: [http://sandysclass.com/com\\_apps.html](http://sandysclass.com/com_apps.html).

### **Web Development I/II**

This course was based on CTE Foundation Standards for the following Industry Sectors: Finance and Business, Marketing and Sales, and Information Technology. The Web Development I/II course sequence aligns with COC's course [CAWT173 Website Development Software/Dreamweaver](#), and [CAWT074 Introduction to Photoshop Brief](#); high school students who have completed Web Development I/II will have the necessary skills to enroll in and succeed in [CAWT173 and 074](#).

**Web Development I/II** will have students learn how to create and maintain Web sites/Web pages using basic coding, authoring applications (Adobe Dreamweaver CS6), and graphic editing software (Adobe Photoshop CS6). Web Development II builds on the concepts learned in Web Development I and is designed for students who would like to develop further their Web development skills. In addition to learning how to create and maintain Web sites/Web pages, students will learn and apply written composition, editing, research, and interpersonal skills as they specifically relate to the field of Web Development. Students will also create a Web site using open source software such as Google Sites. Student proficiency will be measured throughout the school year by the satisfactory completion of assignments and assessments. Please check out the Gallery of Student work at <http://sandysclass.com/gallery.html>.

### **Books, Materials, Credits Earned:**

All students will have access to textbooks, online materials, and well-maintained classroom computers. Students may earn credits through satisfactory completion of assigned work and participation in class during the regular school day (up to ½ credit each week). Outside of the regular school day up to ½ credit may be earned by satisfactory completion of homework (if earned©) and/or online supplemental coursework.

### **General Class Rules & Expectations**

Grading guidelines are set forth on the class rubric and include: **1)** Student produces evidence that meets or exceeds content standards; **2)** Student participates in class; **3)** Student plans and manages time and resources

to achieve goals; **4)** Student sets priorities and establishes achievable goals and personal plans for learning; **5)** Student respects peoples feelings, ideas, abilities and cultural diversity; **6)** Student cooperates with and helps and encourages others in group situations; **7)** Student understands and follows rules of conduct and respects equipment; and **8)** Student attends school regularly and is punctual (attendance follows Bowman's attendance policy).

**Positive synergy** is created in the computer lab when students are engaged in their work, asking questions, listening to instructions and demonstrations, and working together to learn new concepts and skills (***collaboration and team work are valued when working on assignments in class!***). When working on assignments in class, students are to follow Bowman rules and put away all personal phones and music devices (i.e., iPods, smart phones, etc.). In addition, per school guidelines and rules of safety, students are required to ask permission before leaving class.

Bowman's Expected Schoolwide Learning Results (ESLRs) are incorporated in class assignments and are as follows: **1)** Improve academic proficiency in reading, writing and math; **2)** Communicate effectively; **3)** Demonstrate growth in character development; and **4)** Explore future opportunities

Students, parents and guardians are encouraged to check out the class Web site to access homework assignments, online supplemental coursework when offered, and to view student work throughout the school year: [www.sandysclass.com](http://www.sandysclass.com). If there are any questions about the expectations of this class, students and parents/guardians are encouraged to see me during the school day during 6<sup>th</sup> period prep 12:24 – 1:09 or:

By Telephone: (661) 253-4400



By E-mail: [sgeyer@hartdistrict.org](mailto:sgeyer@hartdistrict.org)



(Please cut/tear here and return completed form\*\*)

**\*\*Students returning this form within one week of receiving it will earn extra credit points.**

Course Title: (Mark with an "X")  *Computer Applications in Business A/B* - Period: \_\_\_\_\_

*Web Development I/II* - Period: \_\_\_\_\_

Student First and Last Name (Please PRINT) \_\_\_\_\_

➤ I have read this syllabus and I understand the terms of the course:

\_\_\_\_\_  
*Student Signature and Date*

➤ I have reviewed this syllabus and discussed the terms of the course with my son, daughter, student.

\_\_\_\_\_  
*Parent(s)/Guardian(s) Name(s) (Please PRINT)*

\_\_\_\_\_  
*Parent(s)/Guardian(s) Signature(s) and Date*

Parent/Guardian/Home E-mail \_\_\_\_\_

Home phone: \_\_\_\_\_ Best time to reach me at home: \_\_\_\_\_

\*Work phone: \_\_\_\_\_ Best time to reach me at work: \_\_\_\_\_

\*If you do not want to be contacted at work, please indicate on form.

*"Ambition is the path to success. Persistence is the vehicle you arrive in." ~ Bill Bradley*