

WEST RANCH HIGH SCHOOL
Computer Applications in Business

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West Ranch High School Mission Statement

“West Ranch High School is committed to challenging and motivating each student to achieve excellence and become a responsible and valuable member of society. Through relationships, rigor, and relevance West Ranch High School promotes integrity, distinction, and vision.”

Dear Students and Parents:

Computer Applications in Business reaches many aspects of West Ranch High School’s mission statement. Challenging projects and the real world atmosphere provided students with a good look at what it takes to produce professional digital work. Computer Applications in Business is an elective course that offers the students hands-on experiences with Adobe Creative Suite, Microsoft Office, Google Docs, and other software to create various digital media. Equipment being used will be computers, iPad, digital camera, cell phones, and computer software. This course will emphasize how computer applications plays a part in the business world. Emphasis will be placed on real world experiences.

Course Credit

- Computer Applications in Business qualifies for Practical Art Credit.

Course Outline

This semester the students will learn:

1. Publishing Applications
 - a. Microsoft Office
 - b. Google Docs
2. Graphic Development Using
 - a. Photoshop
 - b. Fireworks
 - c. Online Graphic Editors
3. Other Applications
 - a. Dreamweaver
 - b. Prezi
 - c. Online Web Sources

Student Objective:

Students will:

1. Work typically on their own
2. Complete various digital projects throughout the semester.
3. Learn various computer applications important to moving on in school and business communities.
4. Have fun.

Class Materials

*West Ranch High School promotes **responsibility** and expects its graduates to...*

...take ownership of their own learning and advancement

...demonstrate a commitment to civic and environmental activism

...honor and take pride in themselves, their campus, their community, their nation

West Ranch High School Expected Schoolwide Learning Results

1. **Each student will be provided with equipment to use during class time.**
2. **Extra time on the computer is available at tutorial and brunch.**

Classroom Behavior Expectations and Academic Integrity

*West Ranch High School emphasizes **integrity** and expects its graduates to...*

...conduct themselves honorably in the classroom, in the athletic arena, and in the community

...lead others through ethical example

...examine their choices and thereby improve their own character

West Ranch High School Expected Schoolwide Learning Results

Relationship, Rigor, and Relevance are essential to learning. Therefore the first and most important rule of behavior is courtesy to all people. Hence, this is our first and most important expectation. Further, high school students, as young adults, have reached a level of maturity that requires them to accept full responsibility for their conduct and treatment/interactions with peers and instructors. To maximize the learning opportunities for all students, we have the following expectations:

1. Treat classmates and all school personnel with respect.
2. Come to class prepared and on time.
3. Do not chew gum, eat, or drink in class.
4. Follow directions the first time.
5. Do not distract others from learning.
6. Have fun.

These facilities are used not only by the faculty, staff, and students of West Ranch High School but also by outside organizations. As a result, the rules of behavior for these facilities (including no gum, food, or drinks) are followed strictly.

If a student is unable to follow the rules stated, the following steps and Opportunity Room procedures will be taken:

1. Verbal reminder.
2. Student/teacher conference.
3. Parent contact.
4. Parent/teacher/counselor conference and one-day suspension from class (Opportunity Room).
5. Withdrawal from the class with NM grade/loss of credit.

Keep in mind that these are school and district guidelines and are in place to foster a healthy and positive learning environment.

Academic Integrity Policy

When a student takes credit for someone else's work, or allows someone else to copy their work, or students working in a group do not do all the work for which they are given credit, this will be deemed a violation of the academic dishonesty standards.

If a student looks at another student's paper during a quiz or test or uses materials on a test or quiz that have not been approved, the student is in violation of the academic dishonesty policy. If a student plagiarizes someone's work, whether it is another student's or reference material, the student is in violation of the academic dishonesty policy.

Parents of students who have been academically dishonest will be notified of the event and the student will receive a teacher-imposed consequence for cheating (e.g. no credit on the assignment, a note in the students discipline file and a possible referral to assistant principal).

At the teacher's discretion, a student can be removed from the class for one day for misbehavior, including academic dishonesty.

Grading

West Ranch High School inspires its students to excel in all areas of development and expects its graduates to...

...pursue worthy academic goals

...grow as a scholar, athlete, artist, and person

...strive for improvement in all areas of development regardless of current achievement

West Ranch High School Expected Schoolwide Learning Results

Grades will be tabulated on a points possible system. Course projects, participation, and final media assignment will be given a point value based upon their importance. The student's grade will be calculated at the end of each five-week period and a progress report or report card will be issued. Appropriate interventions will be provided for any student still working toward mastery of content standards. The following scale is used to determine student grades:

A = 90 – 100%

B = 80 – 89%

C = 70 - 79%

D = 60 - 69%

F = 0 – 59%

Attendance is important and is directly related to your success. To be successful, students need to be in class, on time, and ready to learn. The school tardy policy and district attendance policy will be enforced in this class. The participation score for the student may be lowered if he/she has excessive tardies.

Expectations

*West Ranch High School honors the **distinctions** that make each person unique and expects its graduates to...*

...value diversity of all types

...strive to make themselves stand out positively in academic and cocurricular endeavors

...apply their unique strengths to problems to reach solutions

West Ranch High School Expected Schoolwide Learning Results

*West Ranch High School encourages students to find **value** in themselves and in others and expects its graduates to...*

...go beyond the classroom and apply their education to their lives

...make important contributions to the classroom, cocurricular arena, and community

...realize that new experiences and relationships can enrich their lives

West Ranch High School Expected Schoolwide Learning Results

As your teacher, here is what you can expect from me to help you succeed in this course:

1. I will be prepared to teach each day.
2. The content standards, daily objectives, and agenda will be written on the web site (www.wrwebheads.com) daily.
3. I will teach the district-approved curriculum.
4. I will prepare interesting and engaging lessons.
5. I will be available during tutorial if you need extra help.
6. I will provide students during class with the equipment necessary to complete all projects on time in class.

Here is what you, as a student, can do to be successful in my class:

1. Come to class on time, prepared to learn each day.
2. Use the student planner/calendar that was given to you at summer check-in to organize your learning and keep track of your assignments. All of the Web Development assignments and instructions are located at- www.wrwebheads.com
3. Come to tutorial if you need help or if you need to use equipment to get your projects finished before the deadline.
4. Take responsibility for your learning.

As parents you can help your child by:

1. Taking an interest in your child's studies.
2. Look at your student work online at www.wrwebheads.com
3. Helping your child develop good time management strategies.
4. Working with your child to set realistic goals for success.
5. If you see that your child is having difficulties in a class, please intervene immediately – contact the teacher and encourage your child to attend tutorial each morning with the teacher from 8:00 a.m. to 8:25 a.m.
6. Attending Parent Advisory Council (PAC) meetings and other school events.

Closing

*West Ranch High School instills students with a **vision** and expects its graduates to...*

...take initiative in pursuing noble post-secondary goals

...find ways to make their high school experience meaningful

...see the connections between different academic disciplines

West Ranch High School Expected Schoolwide Learning Results

I am very excited to work with you and your child this semester in Computer Applications in Business. Together we can make sure your child has a great time while learning. If you find that your child needs extra help, please e-mail me anytime.

Casey Burrill

Computer Applications in Business Instructor

Computer Applications in Business – Casey Burrill

Please Return to Mr. Burrill

Student

Name: _____

Parent/Guardian: _____

Period _____

From the parent/guardian to the teacher:

Here is some important information that I would like you to know about my child:

My signature below indicates that I have read and understand the requirements for this class as outlined in our course orientation.

Student signature: _____
date: _____

Parent/Guardian signature: _____
date: _____