EASTMONT SCHOOL DISTRICT
Relationships, Relevance, Rigor, Results
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Secondary Course Syllabus

Building: Eastmont High School
Course Title: Computer Applications and Design (Advanced)
Teacher: Mark Bloom
Email: bloomm @eastmont206.org **Phone**: (509) 888-6665

Course Description: This course is designed to advance the students working knowledge of the PC using relevant business applications.To become MOS certified a student must pass an applications exam developed by the Microsoft Corporation. The exam is designed to show that the test taker has reached a measurable level of proficiency with the particular software. MOS certification is valuable in the work world and for students who plan to attend college. Critical thinking, problem analysis, and troubleshooting skills are practiced in this class through use of real world business scenarios.

Pre-Requisites: Beginning Computer Applications or Equivalent

Textbooks and Instructional Materials: There are a variety of instructional materials that support learning in this course. The primary textbook is not applicable. Technology is integrated in this course through a variety of supplemental digital media resources. Lynda.com, Certiport, and Microsoft Testing

Grading: Students achieve their grade in a Points based grading system. Grades are maintained within the Eastmont School District Student Information System. The secure student information system including the gradebook for this course, are accessible to students and parents 24/7/365 through the student and parent portal via our website at www.eastmont206.org.

Grades are based on the following percentages and points for GPA calculations:

4.0 = 93-100 A	3.3 = 87-89 B+	2.3 = 77-79 C+	1.3 = 67-69 D+
3.7 = 90-92 A-	3.0 = 83-86 B	2.0 = 73-76 C	1.0= 60-66 D
	2.7 = 80-82 B-	1.7 = 70-72 C-	0 = 0-59 F

Accommodations and/or modifications: Appropriate accommodations and/or modifications will be provided for students with documented disabilities. Accommodations and modifications are types of adaptations that are made to the environment, curriculum, instruction, or assessment practices in order for students with disabilities to be successful learners and actively participate with other students in the general education classroom or in school-wide activities. Specific accommodations and modifications are determined by the student's Section 504 team or Individual Education Program team. If a student with a documented disability is eligible to receive accommodations and/or modifications their special education case manager will contact me within the first two weeks of class and provide me with explicit directions and/or resources to implementing the accommodations and/or modifications that are included on the student's Section 504 plan or Individual Education Program. Communication with me is essential to the successful completion of course expectations and the implementation of accommodations and/or modifications.

Attendance, Behavior, and Performance Expectations: Student success is dependent upon respecting and following the rules of conduct outlined in Board Policy #3241 and described in the student handbook. Both are available on the website at www.eastmont206.org.

Make-up Work: Eastmont School District Policy and Procedures #3122 for excused absences and make-up work apply to this course. Specifically, "If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits…" All the activities and learning opportunities for this course are expected to be completed. Absences, whether excused or unexcused, cause gaps in learning. Students will have one additional day to make up work for each excused day of absence. Any late work can be turned in up to one week late for half credit.

Clubs, Activities, and Leadership opportunities: All students are invited to join Future Business Leaders of America. This is a club that provides career readiness skills such as presentations, job acquisition skills, and networking with future and current business professionals.

Printed Documents: Print or translated copies of digital documents are available. Please contact the main office for additional information.

Miscellaneous: Grades are weighted as follows: Professional Work Habits-10%, Daily Work and Projects-60%, Tests and Quizzes-30%