

Computer Applications for Business

September 2014

Computer Applications for Business is a comprehensive course in computer literacy for all students. The course includes instruction in basic computer usage in the areas of keyboarding, word processing, spreadsheets, database, desktop publishing, and slide show presentation. In addition, instruction in Web design, networking, programming, and research reports are also included. Students will have the opportunity to explore career options in the informational technology and business fields. Students will develop essential skills and apply them to a variety of applications using an integrated office suite. Completion of this course will ensure a solid foundation for success in high school, college, and the professional world.

Class Guidelines

1. Be on time and be prepared to work.
 2. Have a pen or pencil with you everyday.
 3. No eating, drinking, gum chewing or candy.
 4. Cell phone must be on silent, on the desk upside down.
 5. Computer usage is for class use only. No Internet, email, games, shopping, etc. unless teacher directed.
 6. Students are not to log off the computer until directed by the teacher.
 7. Students are responsible for returning handouts and textbooks to the appropriate location.
 8. Students must push their chair in when leaving and not gather in the doorway.
 9. Students will be respectful to all classmates and teacher.
 - Students will listen attentively, take notes when necessary and give input when required.
 - No one should have a side conversation or do any other work when a presentation is being given.
- Students are required to have the following **School Supplies** by **September 8, 2014**:
 1. Folder with 2 bottom pockets (not side pockets) First and Last name on the top right hand corner
 2. Blue or black pen
 3. Highlighter pen
 4. Headphones are MANDATORY
 - All students must have a completed Acceptable Use of Technology form in order to use the computer. This form is due back no later than September 10th. If the form is not submitted on time, students will not be able to log on to the computer after this date.
 - Website permission form must be signed and returned by September 10th. Students will not be able to complete graded assignments unless the form is signed and returned.
 - Course grades are comprised of class work, tests, and projects.
 - Students are responsible for all missed work due to absence from class.
 - Students can make up missed work in the morning before period 1 from 7:00 – 7:30 and after school on Tuesday and Thursdays from 2:21 – 3:30.

It is my pleasure to welcome you to my class. With your hard work you will be a part of many exciting and rewarding experiences this year.

Mrs. Paige Besthoff

Visit our class Website at <http://shsbesthoff.weebly.com/>