

# Advanced Computer Information Systems Syllabus

Ms. A.Lena Kibsi

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## Course Description:

Students develop proficiency in creating Word documents, multimedia presentations / projects using PowerPoint, Excel Spreadsheets and Access databases using industry standard application software. Students design portfolios that may include business flyers, essays, resume, cover letter, worksheets with embedded charts, multimedia presentations; projects, business reports and creating databases.

## Topics Covered:

- Demonstrate workplace readiness skills
- Examine all aspects of industry
- Address elements of student life
- Hardware, Software and Operating Systems
- Microsoft Word Advance 2016
- Microsoft Excel Advance 2016
- Microsoft PowerPoint Advance 2016
- Microsoft Access Advance 2016
- Certification in Microsoft Office Specialist and/or Expert
- Resumes and employability skills
- Create and Design Web site and On-Line Portfolios

## Daily Protocol:

1. Please be on time to class. When the bell rings, the door closes, and class begins.
2. Objectives and the daily agenda will be posted on Schoology.
3. Students will have a daily and or weekly assignments.
4. Individual and Group Projects will be assigned.

## Course Materials:

*Please bring the following to class each day:*

- Ear buds (**very important for students to be able to follow training modules**)
- Pen or Pencil
- USB Flash Drive (recommended)
- Textbooks are available in class but will not go home with students

## Cell Phone Policy

The PFHS policy says that cell phones are expected to be ***silenced and put away***. “Put away” is defined as ***in your backpack or other bag***. Since you will be doing all work on the desktop computers, all personal items, including your cell phone, will be left at your assigned desk. If you are caught with your cell phone while in class:

- **First Offense:** your phone will be placed on the teacher desk or on the Cell Wall for the remainder of the period.
- **Second Offense:** same as 1st offense ***and*** your parent/guardian will be notified.
- **Subsequent Offenses:** You will be referred to your administrator.

## Grading Policy:

- Summative grades will reflect 100% of a student’s grade.
- Formative grades will not reflect a percentage of their grade. However, all formative grades will reflect movement towards mastery.

Copying another student or misrepresenting another student’s work as your own will result in the following:

- First offense: the opportunity to redo the assignment for a maximum grade of 70% for BOTH or ALL STUDENTS INVOLVED
- Second offense: a failing grade for BOTH or ALL STUDENTS INVOLVED.

## Late & Make-up Work Policy:

- Each assignment will have a due date with a **one-week** grace period, however, any work submitted after the one week will be graded at a maximum of 70%.
- Project or other assignments will be accepted past due for full credit provided the student has proactively contacted Ms. Kibsi via email and a future turn-in-date has been agreed to with the student successfully meeting the revised due date. The revised due date must be no later than 1-calendar week after the original due date of the assignment or no later than before the end of the quarter, whichever is sooner. Assignments not turned after the second due date will receive reduced credit.
- Upon return from an absence, the student is responsible to make up any missed assignments within one week after the return of the student.
- Make-up work turned in within the time allowed will be graded on the same basis as other work.
- Failure to complete such make-up work or show reasonable effort within the time allowed will result in a failing grade for those assignments, tests, or other work.
- **Final day to turn in any late work will be one week before the end of each Quarter.**

## Retake Policy:

- The purpose of the retake policy is to give students the opportunity to demonstrate progression towards mastery of material previously presented in class.
- It is the student’s responsibility to schedule the retake with the instructor. Retakes must be completed within two weeks of the initial attempt. Retakes will be given during CORE, before, or after school.
- The second assessment will be of equal rigor and the student should remediate before taking the new assessment.
- The higher of the two grades will be recorded in PHOENIX.

**No retakes or late work for each quarter will be accepted one week before the end of that quarter.**