Instructor
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Frenship High School
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Course Descriptions
This course is an overview of computer information systems. It introduces computer hardware, software, procedures, systems, and human resources relating to the business environment. It explores their integration and application in business and other segments in society. Software projects include word processing, spreadsheet, database management, and presentation graphics software. This course will provide students the ability to move directly into the workforce as a productive employee.

Course Performance Objectives
After the completion of this course, the student will be able to:
- Identify, describe and discuss the basic hardware and software components of a computer system.
- Access useful information on the Internet.
- Discuss computer ethics, security and privacy.
- Use accepted word processing techniques to produce well designed formal documents
- Use standard spreadsheet practices to produce numerical data
- Use applications in Microsoft Office 2013 individually or in conjunction with one another to solve business problems and create business applications.

Textbook

Certifications
Students will have the opportunity to become Microsoft Office 2016 certified in:
*Core Word
*Core Excel
*PowerPoint
*Expert Word
*Expert Excel
*Access

Assignments
All assignments are due on the day I designate, no exceptions. Once an assignment has been given, I will post a due date. It is your responsibility to make sure work is turned in on time. Late work will have points deducted in accordance with the FHS Late Policy.
**Make-up Work**
When you are absent (school related or not), it is your responsibility to get your make-up work from me the next day you are in school. It is the student’s, **not the teacher’s**, responsibility to get makeup work. You will have two (2) classroom days, not calendar days, for each consecutive day absent to complete work. Each day over the allotted time will result in points deducted from your grade on the assignment.

Make-up work can be completed during morning tutorials (Monday 8:15-9:14), AP (Tuesday – Friday 8:15-8:50) or by **appointment** afterschool.

**Grading**

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade Weight</th>
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<tbody>
<tr>
<td>Daily Work</td>
<td>50%</td>
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<tr>
<td>Tests or Projects</td>
<td>40%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
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**Tardies**
Be in your seat when the tardy bell rings. I will close and lock the door when the bell rings. If you are tardy to class and do not have a tardy slip from the office or a pass from a teacher, I will not let you in my classroom.

**Academic Honesty and Integrity**
Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations to completing assignments. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you:
- Cheat on an exam
- Receive help on an assignment or examination that calls for independent work
- Plagiarize

Cheating will NOT be tolerated in this class!

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**Public Notification of Nondiscrimination in Frenship ISD**

Career and Technical Education Programs

Frenship ISD offers career and technical education programs in 14 Career Clusters identified by the U.S. Department of Education and adopted by the Texas Education Agency. Admission to these programs is based on student interest and course prerequisites listed in the Course Guide. It is the policy of Frenship ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. It is the policy of Frenship ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Frenship ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator, Farley Reeves at 501 7th St, Wolfforth TX 79382, (806) 866-9541 and/or the Section 504 Coordinator, Melissa Wade at 501 7th St, Wolfforth TX 79382, (806) 866-9541.

**Please note that information on this syllabus may change at any time as deemed necessary by instructor.**