

**McCracken County High School**  
**Advanced Computer Technology Applications - Course Syllabus**

<b>Course:</b>	Advanced CTA	<b>Credit Hours:</b>	1
<b>Instructor:</b>	Mr. Shannon Mungle	<b>Classroom:</b>	2628 House 5
<b>Course schedule:</b>	August 4, 2016 – May 18, 2017		
<b>Course meeting:</b>	3 <sup>rd</sup> Period – 9:45-10:35		

**Course Description:**

**Advanced Computer and Technology Applications**  
**Course # 133**

Open to grades 10-11-12  
1 credit

Prerequisite: *Computer and Technology Applications*

This course is designed to provide students an advanced-level experience with practical applications through hands-on instruction. Course content will include understanding of various hardware, software, operating systems, care/operations, administrative applications, and employability skills. The software includes advanced business applications using word processing, presentation, spreadsheets, database management, desktop publishing, and electronic communication. Students will enhance the knowledge and skills gained in CTA by learning more advanced features of various computer applications. These will include applications on PCs, Macs, and Chromebooks.

**Required Text:**

There is no textbook for this course. Although, we will use some texts in class for particular assignments. These will be provided to the students as needed.

**Materials:**

Each student will be required to have the following in class each day:

- ChromeBook (fully charged or with a charger)
- Writing utensil(s)
- CTA folder\* (used for handouts, graded work, etc.)
- Notebook\* (used for class work, lecture notes, etc.)

\*These items may not be necessary (as much of the work will be done digitally) but are recommended.

**In addition, a flash drive to store any digital work is highly recommended.**

**Classroom Conduct:**

Proper student conduct (attendance, attitude, behavior, discipline, participation, and respect for others) is essential to the progress of any student, and it is expected. A positive learning environment which allows every student the opportunity to learn and progress is the anticipated norm. Students should consult and become familiar with their Code of Conduct and Student Handbook to understand and adhere to district and school policies. In addition, students must be aware of and adhere to the MCPS policies on computer and digital usage.

**Classroom Procedures:**

Students should be in their seats and ready to participate in class before the bell rings. Any materials needed for the class should be brought with the student prior to the beginning of class. Students are encouraged and expected to participate in activities and discussions, ask questions as desired, turn in assignments in a timely manner, and follow the schedule and procedures of the class to the best of their abilities.

**Grading:**

Grades will be determined on the average score of all assigned student work. Assignments may include: article reviews, daily activity participation, daily assignments, projects, quizzes, required reading, tests, written papers, and comprehensive tests. Any assignment failed to be turned in by a student will be counted as a zero. Students are encouraged to keep up with their class average on a periodic basis and to check Infinite Campus (Campus Portal) regularly to monitor progress.

**Bonus:**

Each student will have the opportunity to propose a bonus project each quarter. It is the responsibility of the student to fill out a proposal form and have it approved before the end of the 7<sup>th</sup> week of the grading period. All finished projects must be received before the last week of the grading period.

**Additional Study:**

Although not required, students are encouraged to read, research, and study additional pertinent information.

**Grading Scale:**

Grade	Numeric Range	Weighting Traditional Classes	Weighting AP & Dual Credit
A+	98-100	4.25	5.25
A	94-97	4.0	5.0
A-	90-93	3.75	4.75
B+	87-89	3.25	4.25
B	83-86	3.0	4.0
B-	80-82	2.75	3.75
C+	77-79	2.25	3.25
C	73-76	2.0	3.0
C-	70-72	1.75	2.75
D+	67-69	1.25	1.25
D	65-66	1.0	1.0
F	0-64	0	0

**Contact Information:**

If you have any questions or concerns throughout the semester, please feel free to contact me. In addition, Infinite Campus should provide a description of many of the assignments, and a web site for the course has been created to assist with communication and to provide an avenue to retrieve some course materials. The contact information is as follows.

Email: shannon.mungle@mccracken.kyschools.us  
Course Website: www.mccrackenbusiness.com  
Course Twitter: @stangbusiness  
FBLA Twitter: @mccrackenfbla