

# Computer Tech 2 Concurrent Enrollment Course



UVU Course Number: IM 1010  
UVU Course Name: Information System & Technology  
Credit Hours: 3  
CRN #  
<http://www.uvu.edu/concurrent>  
High School Course Title: Computer Tech 2 CE

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## COURSE DESCRIPTION

This is a Concurrent Enrollment Course, offering both high school credit through Springville High School and college credit through Utah Valley University. Signing up for the Concurrent Enrollment credit is optional, but highly recommended.

This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students may have the opportunity to obtain Microsoft Office Specialist industry certificate through Microsoft and Certiport. The certification is recognized worldwide as the best method for employers to validate computer skill proficiency.

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## COURSE PREREQUISITES

This class is available to all high school sophomores, juniors and seniors in good academic standing. IF taking this course for Concurrent Enrollment credit, Sophomores must complete the "sophomore by exception" application. All students must return a "parent permission/refusal" form.

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## COURSE OBJECTIVES & LEARNING OUTCOMES

Upon successful completion of this course, students should be able to do the following:

### **Spreadsheet Skills**

- Create, format, save, and print a spreadsheet.
- Name ranges and use named ranges in formulas.
- Create absolute, relative, and mixed cell addresses.
- Create formulas and functions including financial functions (NPV, PMT, FV, PV, RATE); database functions (Vlookup, Today); conditional functions (IF); and statistical functions (AVERAGE, MAX, MIN, COUNT).
- Embed and link content.
- Sort, filter, and subtotal data.
- Create, modify, and format graphs.
- Apply conditional formatting.
- Print meeting defined criteria.
- Manage time effectively in order to complete tasks on time.
- Be introduced to Pivot Table basics
- Be introduced to One and Two-Variable Data Table
- Be introduced to ExcelGoal Seek and Scenario Manager
- Be introduced to Solver

### **Database Skills**

- Create and manage a database.
- Practice good database file management.
- Create tables, forms, queries, and reports in datasheet view, design view, and using wizards.
- Set field types and properties.
- Sort, find, and filter records.
- Define relationships.
- Create complex queries using criteria.
- Create a calculated field in a query.
- Add Aggregate functions to datasheets and queries.
- Import and export database data.
- Manage time effectively in order to complete tasks on time.

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## CLASSROOM RULE

1. Be on time and prepared.
2. Respect others and their property.
3. ABSOLUTELY no food or drink by the computers at any time.
4. Please come to class appropriately dressed. No hats. Cell phones, iPods, or other electronic devices must be turned off and put away during class time.
5. Use all equipment properly
6. Chatting, listening to or downloading music, videos or games online is not allowed.

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## CLASS WEBSITE AND INSTRUCTIONAL MATERIALS

- **Main Class Website** - A website has been created so students and parents can check to see what was missed while absent. There will also be a daily schedule that show due dates and upcoming events. The website can be accessed at: [www.missbeck.org](http://www.missbeck.org) Parents and students, familiarize yourself with the website.
- **CANVAS** – CANVAS is a learning management software that will be used for this class. CANVAS will be used to submit assignments electronically online, take test & quizzes, daily schedule, see due dates for assignments and projects, download assignment instructions or notes. CANVAS can be accessed by going to [www.missbeck.org](http://www.missbeck.org)

## GRADING POLICIES

- ✓ **Participation (15% of Grade)**
  - ✓ Participation will be based on attendance, on task, and preparation.
    - Participation – Each day you can earn or lose 30 points depending on your time on task and preparedness during class.
    - Absences: Every day you are not here (excused or unexcused) you can lose 30 points. You are held accountable for being here every day and doing your work.
    - Tardies: You will lose 10 participation points for a tardy and 15 for a late tardy.
- ✓ **Test/Quizzes (30% of Grade)**
  - ✓ Make-up tests are due within **5 school days** of an absence with prior approval. Tests may not be made up without prior approval.
    - Only one test/quiz retake per term is allowed.
- ✓ **Assignments (40% of Grade)**
  - ✓ It is expected that assignments will be turned in on-time. Due dates and deadlines will be posted far enough in advance for you to get your work in on time. If you are absent the day an assignment is due, you must make prior arrangements with me in order to receive full credit. (unless assignment is given and due that day then you have 5 school days to turn in for full credit.)
  - ✓ **Late Work** – Late assignments will lose 10% of their point value each class period they are late up to a maximum of 50%. NO late work for a Unit will be accepted after the test date for that Unit has been given.
- ✓ **Bell Ringers (15% of Grade)**
  - ✓ There will be a bell quiz and warm-up activity every day at the beginning of class to check for understanding and mastery concepts.
    - **Bell Quizzes** are given daily. Bell Quizzes cannot be made up due to absences or tardies. (4 of the lowest quizzes will be dropped)
    - **Warm-Up Activities** are given daily at the beginning of each class. Warm-up Activities follow the same late work policy as assignments.  
(See Assignments above)

## GRADES

You will receive the same grade for your high school course as you receive for your college course. Your grade will be based upon to following:

- Attendance (15%)
- Assignments/Projects (40%)
- Bell Ringers (15%)
- Tests/Quizzes (30%)

**NOTICE:** Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

## GRADING SCALE

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59-0

## DROPPING THE CLASS:

**Oct 20, 2016** is the last day to drop the course without it showing on your transcript. If you drop the high school class, you must also withdraw from the UVU class to avoid receiving an E or UW (unofficial withdrawal).

## ATTENTION STUDENTS WITH DISABILITIES:

If you have any disability, which may impair your ability to successfully, complete this course, please contact the Accessibility Services office, 863-8747, BU 146. Academic accommodations are granted for all students who have qualified documented disabilities. All services are coordinated with the Accessibility Services office.

In order to receive the points for your Course Contract, you need to complete the two items below:

Completed	Assignment	Points	Earned
<input type="checkbox"/>	Course Overview	20	
<input type="checkbox"/>	E. Disclosure Signature – Student Response (Canvas)	15	
<input type="checkbox"/>	E. Disclosure Signature – Parents Response (Canvas or Website)	15	
	<b>TOTAL</b>	<b>50</b>	

**You and your parent** must sign to verify you have read and understand the rules and policies presented in this course contract. To access the E-Signature Card go to **MISSBECK.ORG** go to the **BUSINESS MANGMENT** page and click on **Sign electronic signature card.**