Office Systems Management 1 Syllabus

> Contact Information

> Course Introduction

Welcome to Office Systems Management 1 (OSM 1). OSM 1 will provide students with a study of basic business practices, information systems and computer applications. Students will *develop managerial and technical skills for business support operations* through applied learning. Industry standard office equipment and the most current Microsoft Office software or Google Apps for Education for OSM 1 may be utilized. Course topics will include; Computing Concepts, Networking, Computing Risks, Internet Research, Word Processing, Spreadsheet Application, Presentation Software, Email Services as well as New & Emerging Technologies. This course does meet your Financial Literacy requirement for graduation.

> Course Objectives

- Students will be able to ***explain major computing concepts*** and be able to identify the major components of computing systems.
- They should be able to ***conduct basic PC troubleshooting*** and explain networking fundamentals.
- They will investigate how the internet and the World Wide Web each function and ***have the ability to utilize the Web*** to locate information strategically and evaluate that information for usability and reliability.
- They will ***identify Internet threats and safety risks*** and be able to perform basic file management in operating systems such as MS Windows.
- Students should be able to create and modify documents in MS Word or Google Docs, create and modify spreadsheets in MS Excel or Google Sheets, and create and modify a PowerPoint or Google Slides presentation with tables, charts, graphics, images, and multiple slide formats.
- Finally students should be able to utilize MS Outlook or Gmail to write professional emails, send, receive, organize, and save Emails.

> Grading Policy

Category	Weight
Pre-Assessment	0%
Coursework	100%

- Please note ALL coursework will be in the 'Coursework' category with accumulating 'Total Points.'
    - Various assignments will be given different point values based on the type of assignment.
    - Examples:
        - Entry Event (warmup) - 5 points
        - Unit Project - 100 points

- Separate instructions will be sent home regarding student and parent access to grades.

Schoology: The FCPS Learning Management System (LMS) will be used in this course, see separate letter for additional details regarding Schoology.

Make-up Work: If you have an excused absence from school, it is your responsibility to discuss with the teacher the work that was missed, and submit on a timely basis. If necessary, you can arrange a convenient time before or after school to make-up the work.

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Late Work: Please read the following in detail.

- *During* a unit of study or project, there is no late work penalty if you forget to turn in an assignment. Missing assignments will be marked as **'Missing'** in the Schoology gradebook. Coursework marked 'Missing' will be treated as a 0% and lower your grade in Schoology.
- However, when the class *moves on* to a different unit, any missing assignments from the previous unit can still be completed. Late assignments, done well, will score no more than 85% (B). If the assignment is done to lesser quality, the assignment will be scored lower. Late assignments will be accepted until the end of the current term.

Grades are a reflection of student achievement and acquired skills necessary for success. As such, grading decisions at all levels reflect mastery of the essential curriculum.

These requirements should focus on:

- Quality of work that demonstrates achievement or progress towards mastery
- Independent application of knowledge, skills, and processes
- Participation and effort

For more detailed information, please refer to the FCPS Grading Policy (Reg 500-05).

Please Note: ***Exceptions to the Grade Computations***

- ***BHS maintains the right to override a computer calculated grade for overall semester credit if the above expectations have not been met or if a student has failed to master an acceptable level of course material or has failed to meet the grade automatically determined by the grading software program.***
- ***Earning a passing grade in the first term of a one credit course does not guarantee credit. Students are expected to continue being active participants in class; failure to do so could result in denial of credit for the course.***
- ***Failure for lack of an acceptable effort shall be approved by the principal and shall be preceded by ample notification of the parent/guardian.***

Academic Dishonesty: Students may not give or receive unauthorized aid on any assignment. Students will be held to the expectations and actions included in the BHS Code of Academic Integrity found in the *Parent/Student Handbook* posted on the BHS website.

> Tutoring

Mr. Yoho will be available before or after school; however, the student must make necessary arrangements. Students may also request to be pulled for Railroader Connections by leaving their name and date to be pulled with Mr. Yoho.

> Instructional Materials/Required Materials

- ***Signed Device Permission Form & Internet Permission Form on file (9th grade)***

> Classroom Procedures & Notes

- Students are expected to be prepared for class each day.
- Chromebooks - Students are expected to bring them each day, preferably charged!
- Schoology - Schoology will be used daily to communicate and distribute course information and classwork.
- CELL PHONES - Please note! - Cell Phones are intended strictly for educational purposes and that will be determined according to Mr. Yoho's discretion.
  - Students will be expected to operate primarily in a NO CELL PHONE Environment.

Throughout the course, students will be expected to:

- *Exhibit proper attitudes*
- *Be in assigned seat working on the daily warm-up when the bell rings*
- *Organize ALL work & folders*
- *Respect one another, the property of others and the property/equipment in the classroom*
- *Take responsibility for their actions*

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- *Complete ALL assignments on time*
- *Comply with computer lab rules in regard to Internet usage as well as food and drink*

> Student Expectations

- RESPECTFUL:
  Use school appropriate language | Ask politely for permission to use your device | Follow all directions
- ENGAGED:
  Be prepared to learn | Bring required materials | Participate by keeping your head up, following all activities, and asking questions | Adhere to dress code
- ACCOUNTABLE:
  Arrive on time | Turn off and put away any electronic devices | Request CONNECTIONS time | Complete and hand in all assignments | Ask for, complete, and turn in missing work following an absence
- CARING
  Kindness matters | Smile, say hello | Have pride in yourself and the school | Think before you speak or act.
- HONEST
  Be truthful | take responsibility for your actions | Prepare yourself/complete thoroughly for assignments, exams or projects

> Discipline Procedure

- Warning/conference with student
- Phone call to parent/guardian
- Teacher detention
- Office referral

***The above procedures are for minor offenses;
severe offenses will result in immediate removal from the class.***

Please sign the attached agreement form and keep this syllabus document for your records.