

Computer Tech/Operations Syllabus: 2019-2020

Mr. Sabangan

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Overview

This instructional program prepares individuals to create business correspondence, reports, publications, and forms using computer operating systems, word processing, database, spreadsheet, presentation, hardware, and a range of peripherals. Please note that this is mostly a skills-based course – meaning there is less information memorization for regurgitation – i.e. – I will teach you how to read a resume, then give you a resume you have never read and tell you to analyze it. It is not the contract I am interested in so much as your ability to understand the language and devices the resume uses. Thereafter, you will compose your own resume which will be utilized for job applications.

Approved for University of California/Cal State Universities' A-G Requirement

Articulation Agreement: Chabot College Credits (students can earn costless college credit by passing this MVROP class)

Students who have earned a C- or above will receive a Certificate of Completion

Objectives

Upon the completion with appropriate study, students will learn the skill sets of:

Work-place Behaviors	Interpersonal Communication
Business Functions	Safety Standards
Career Strategizing	Basic Comp Ops
Info Systems to Orgs (Word Processing/Spreadsheet/Database/Presentation)	

Student Responsibilities

This is a rigorous course that covers a lot of material. It is imperative that all assignments and readings be completed prior to class. All assignments must be submitted on time. Make-up exams may be completed only at the discretion of the instructor and the department. It is the responsibility of the student to obtain notes and assignments from colleagues for any classes that are missed. The instructor reserves the right to change topics, readings, cases, and assignments in order to further appropriate course outcomes. If the student is absent, the teacher must be approached on the day of return to get work – no later.

Classroom Conduct & Attendance

The classroom is designed to facilitate the active and open exchange of ideas in a supportive, intellectually challenging and engaging environment. Once class begins, I ask that you focus on the class discussion, discontinue any sideline conversations and **turn off all electronic equipment**. Cheating or plagiarized work will receive a score of zero, and will not be allowed to be made up. All work of a similar type as the work in question will need to be redone in class. All district/MSROP policies will be used.

You are subject to being marked off for significant points, confiscation of devices, receiving referrals, or disciplined further by district/MSROP for the following:

- Computer Violations (Checking Email, Web Browsing, Etc.)
- Phone Use (Social Media, Texting, Etc.)
- Disruptive Behavior (Tardiness, Absences, Headphones Use, Etc.)
- Academic Dishonesty (Plagiarism, Cheating, Etc.)

Grading

Grading will be by weighted percentage on a strict ten percent scale. The grading scale will be as follows:

97%-100%	A+
94-96%	A
90-93%	A-
87%-89%	B+
84%-86%	B
80%-83%	B

And so on. Below 59% is a failing grade.

Students who miss more than 15 days of school or the equivalent (**3 tardies equal one absence**) will fail the semester due to a lack of class hours. Those hours will need to be made up through the attendance office, signed off and delivered to me. **Please email me before 7:45 am the morning of your absence.**

Our school suggests a parental permission for your student to view movies and video clips that are used in our curriculum, or that are selected by me. This content, along with our hands-on activities such as labs, in-class discussions, and projects, give students a well-rounded opportunity to discover ethics.

Contract Agreement: By signing this document, you are agreeing to the policies/regulations listed on pages 1-2 of the Course Syllabus/Outline. You also state that you fully understand the policies and consequences.

Student Name

Date

Student Signature

Parent Signature

Parent Email & Phone Number