

HVHS Business Education

CAFÉ

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Course Description

Welcome to CAFÉ (Computer Applications Fundamentals and Essentials)! This course is the ideal starting point for anyone interested in learning computer and Internet basics. The program gives individuals sufficient Internet and computing literacy skills to enter current job markets or begin higher education programs. Students will have an opportunity to learn and demonstrate computer literacy that accurately validates skills and productivity in the workplace, and prepares students for completion if the IC3 Certification exams.

Development of the computer competency skills will involve production of documents and research related to: keyboarding skills, internet search skills, computer components, input and output systems, data storage, computer security and ethics, introduction to the Microsoft Office Suite of applications, personal management, problem solving, communication, teamwork, habits of success and employment foundations.

Supplies

Students must come prepared for class everyday with: **pen and/or pencil** and **paper**. It is suggested that students keep all assignments, tests and handouts in a notebook.

Grading

All course work and participation (including attendance and punctuality) will be assigned points. At the end of each grading period, accumulated points will be given a grade based on the following percentages:

A	90-100%
B	80-89%
C	70-79%
D	60-69%

The final exam will count for 10% of the semester grade. Each student is required to take the final exam. If a student misses the final exam, they will receive an "I" on their report card.

Attendance and Participation

Student participation is an integral part of the learning process and is dependent on classroom attendance as there is great benefit from interaction with teachers and peers. It is difficult, if not impossible, to duplicate the experiences missed because of an absence. Presence in class provides students the opportunity to ask questions about material not understood, to receive assignments straight from the teacher, to make presentations before classroom audiences and to participate in group learning activities.

Flex Plan for TAG Students

Students are assessed in a number of ways in this course including tests, quizzes, daily assignments and projects. Based on these assessments, necessary modifications to better meet the TAG students' educational needs may include a combination of the following: independent study of course text, advanced projects and advanced student store responsibilities.

****No student may use the internet without teacher permission. Students using the internet without permission will receive an "F" grade and be removed from class. NO EXCEPTIONS!**