Computer Information Systems/Advanced

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What you need for this class:
- Black or blue pen EVERY day
- Small three ring binder
- Notebook Paper
- Positive Attitude
- Good Attendance and Work Ethics

“Quality is never an accident; it is always the result of high intentions, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.” ~Willa A. Foster

Classroom Expectations
- Mind your manners. Be kind to others. Treat others as you wish to be treated.
- Take good care to the equipment.
- Please ask permission to change any computer setting.
- Always come prepared to learn. We all can learn from each other. Be focused on your work, not chatting with your neighbor.
- Clean up after yourself. Do not leave items in your area.
- Participate in discussions, activities and group work.
- Use proper techniques, including sitting position always.
- Do your best.
- Follow all school rules and abide by instructions given. Cell phones and other digital devices should be placed on top of the table towards the backside of the computer or completely out of sight.

Tips for Success
- Turn in all work on time. If you are absent, make certain you ask me for the work missed. Please arrange make up times in advance.
- Keep all handouts and work in your notebooks. NEVER throw out instructions. You will need them again.
- Be patient. This is a skill class. Much of our work will be done on the computer. Computers sometimes have a mind of their own. Save your work approximately every 10 minutes to avoid losing your work.
- Join FBLA. FBLA is a national organization with regional and state levels. In the past, I have travelled extensively with my students to state and national conferences.

Computer Information Systems is a class devoted to the development of skills in word processing, spreadsheets, databases, presentations and the fundamentals of the information processing cycle. These skills are valuable throughout students’ academic career, including success on the mandated SOL’s. Another skill that we will focus upon is using Help within a program. With technology constantly changing, it is imperative that users become familiar with reading technological jargon and using help online. Manuals are no longer printed in book form. The Internet will also be one of our learning tools as we learn to search for information and discover its validity.

Many employers complain that students fresh out of school have poor composition and editing skills as well as a need to realize the importance of attendance and coming to work on time. In class throughout the year, we will focus on work ethics and a willingness to accept responsibility and learn new skills.

All of these skills are a necessity in today’s society. Most higher education facilities require students to have their own computer. Accuracy in keying and knowledge of basic document formats is essential for success. Nearly every job requires some sort of computer skill. Even mechanics use computers to troubleshoot problems, invoicing, etc. Health care providers utilize computers to process patient information, to help with diagnosis, and control medications. Even a job at McDonald’s utilizes a computer system rather than an ordinary cash register.

Grades will consist of:
- Tests 30%
- Projects 40%
- Quizzes 20%
- Classwork/Homework 10%

☐ This grade includes coming prepared for class, participation, staying on task, and daily technique.
☐ Exam grades will include a compilation of a portfolio of the documents created within each semester.