



**Bigfork High School Business
Department
Computer Business Apps Course
Syllabus
Mr. Hollow
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COURSE DESCRIPTION:

Learn-by-Doing: Google Apps, 3E introduces students to the many tools and features of Google Drive, Gmail, Docs, Sheets, Slides, Forms, Drawings, Sites, and Meet. Using step-by-step, screenshot-based instructions, students learn key Google Apps skills essential to communicating, sharing, and collaborating in the classroom and beyond.

This new edition is also 100% aligned to the skills assessed in the G Suite Certification Exam, providing students a marketable resume booster in addition to valuable workplace skills. With **Learn-by-Doing: Google Apps, 3E** students hone their skills in the most popular Google Apps while learning to use the full scope of G Suite to make any project come to life.

Content:

**Google Drive
Google Mail
Google Docs
Google Sheets
Google Slides
Google Forms
Google Sites
Google Drawings**

CLASSROOM EXPECTATIONS:

BE ON TIME!

If you are late to a job in the real world you will get fired. Please be respectful and courteous and be on time.

BE RESPECTFUL

Be a positive person in class by being enthusiastic, curious, and kind. Treat others how you want to be treated.

WORK HARD AND TRY YOUR BEST

Work hard, be your best self, and have fun learning. You will get into this class what you put into it!

COME PREPARED

Each day bring your computer (you will use it daily), computer charger, class material, and a writing utensil.

DO NOT CHEAT, COPY, OR PLAGIARIZE

Cheating is completely unacceptable! If I catch you cheating on any assignment, you will receive a zero for the unit and i'll report the incident to your principal and parents.

FOOD/DRINKS

If you bring it in, please take it out. Clean up after yourself. Drinks must have lids on them and be kept on the floor away from the computers.

CELL PHONES

Cell phones are to be used in school during passing periods and lunch. Please put your phones in the cell phone caddie in the back of the classroom.

DRESS FOR SUCCESS

Each Wednesday students can earn 5 extra credit points for dressing in professional business attire. You are not required to participate in this.

I am very excited for this upcoming year. I look forward to teaching and learning with you. Let's make the 2022-23 school year the BEST year yet.

Students Name PRINTED X_____

Student's Signature X_____

Parent's Signature X_____

