



Bloomington High School is a diverse community that supports lifelong learners who are responsible and productive citizens in our global society. Together we will provide a safe environment that guides students to reach their full potential in pursuit of academic and personal fulfillment.

Course Title: 061140 Computer Applications (Semester; ½ credit)

Course Description: This course provides an introduction to applications and skills students will use now and in future careers. The focus of the course will be on Google Applications. The students will learn how to use Google Applications such as Google Docs, Google Sheets, Google Slides, and many more. These applications will be used in high school, but also in the collegiate space and workplace. Students will learn to navigate the Google G Suite Drive, store documents using Google Drive, collaborate with Google Docs, Slides, and Drawings, and collaborate with Google Sheets and Forms.

Units of Study:

- Typing.Com Lessons
- Google Classroom
- Google Mail
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Drawings
- Google Sites

Texts and Required Readings: N/A

BHS Grading Scale and Policy:

The semester final grade is obtained from running semester grade (80%) and the semester final exam grade (20%). This means that you will have already earned 80% of your final grade by the time you reach semester exams. Semester exams are required. [BHS Handbook, pg. 17](#)

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

BHS Makeup Work Policy:

All students are expected to do makeup work in a timely fashion. It is the student's responsibility to obtain assignments prior to a pre-arranged absence, and immediately upon return for all other absences. General rule: one day absence affords one day to complete formative makeup work. For summative, students should expect to complete on the day of return. Failure to complete makeup work by the teacher deadline will result in a zero/missing in Gradebook. [BHS Handbook, pg. 37](#).

Discussing Controversial Issues in the Classroom:

The guidelines set forth by the District 87 Board Policy 6.070 will be used handling controversial issues in the classroom. Please contact your teacher if you have any questions.