

August, 2006

COMPUTER APPLICATIONS SYLLABUS

Computer Applications is a one-year course that will introduce the student to Microsoft Office, Excel, Access, PowerPoint, Publisher, and Front Page. If time permits, some web design might also be included. The student will also learn the hardware and software of a computer, how a computer works, and technology in the work force.

Textbooks

Microsoft Office 2003 Introductory Concepts and Techniques by Shelly Cashman Vermaat

Microsoft Publisher 2003 by Shelly Cashman Vermaat

Internet site <http://scsite.com>

Course Outline

Computer Hardware
Computer Software
Computer Technology
Internet
Microsoft Office/Word
Microsoft Access
Microsoft Excel
Microsoft Publisher
Microsoft Front Page

Procedures

Our classroom procedures will begin as soon as the tardy bell rings. You are to come into class and take your seat. You must be in your seat when the bell rings or you will be considered tardy.

You must bring pencil or pen, paper, and book to class everyday.

Cell phones are prohibited in the school building and are certainly not to be on or used in this classroom. I will confiscate them and turn them over to the office to be redistributed by Mr. Ulrich when he deems it appropriate.

Absolute **NO FOOD OR DRINK** will be allowed in the classroom. The equipment in this room is expensive to replace.

The dress code will be followed in my classroom. Those who cannot dress appropriately will be sent to the office.

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You will be assigned a computer when computer work begins. You may not switch with another student. Any damage done to that computer will your responsibility. Make sure that there is no damage before you begin your work session.

When the end-of-class bell rings, you are to be in your seat before class will be dismissed. You may not stand at the door (like vultures waiting to pounce on the next luscious item to pass by) and wait for the bell to ring.

Homework will be turned in as you walk in the door. If you turn it in after the bell it will be considered late.

You are to show respect and courtesy to everyone in the classroom including the teacher (which means NO HATS!!!!). You are also expected to take responsibility for your actions. You choose to do the things that you do.

Students are to save their work to the C drive folder for each application and to their individual tree on the file server. Then, if the file server crashes, their work will not be lost.

Evaluation

GRADES will be given for the following:

- Attendance (10 points per day minus 5 points for tardies) recorded every two Weeks
- Review questions in textbook
- Vocabulary
- Lab work from the textbook (or additional assigned lab work)
- Homework
- Tests
- Notebooks
- 9 Weeks/Semester tests

Grading Scale

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|----------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

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Attendance Policy

Since you will receive an attendance grade at the end of every two-week period, it is essential that you understand the attendance policy.

1. Daily attendance is extremely important to your passing this class successfully. If unavoidable problems arise, see me personally for help in keeping up with your assignments. You will receive 10 points per day if you are present. Since this is an ***attendance grade***, you must be present to receive the points. The **only** exception to this rule is if you were on a school activity trip.
2. If absenteeism becomes a problem, the student's parents/guardians will be contacted so hopefully, the situation can be corrected. Again, if unavoidable problems arise, see me personally.
3. Tardies will not be tolerated. You will find that my classroom door is locked. If you are tardy, you must go to the office where you will receive a tardy in order to be admitted to the classroom. You will lose 5 points per tardy from your attendance grade.
4. It is **YOUR** responsibility to find out what work you have missed and to make the work up. You will a short period of time to complete all missed work. Remember that the computer will update regularly your grade and if you have an incomplete, it will be calculated as a 0 until a grade is entered for that assignment. In some cases, activities conducted during class cannot be made up and the student may be unable to make up this work. Since a majority of your work will be done at the computer, it will be extremely difficult for you to make up this work unless it is done before school, at lunch, or after school.
KEEP THAT IN MIND!

Testing Policy:

Students who do not take a scheduled test on the day that a test is give **will not be** allowed the curve that the rest of the class might receive. (There are no guarantees that a curve will be earned.) The only exception to this rule will be if the student is on a school activity for which the student was not counted absent from school. If you are absent on the day a test is given for any reason, you will take the test the day you return to class.

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Classroom rules:

Rules for the classroom are as follows:

Students are considered as young adults and should conduct themselves in such manner. It is the opinion of the instructor that you do have self-discipline and already know the basic rules of any classroom. In the event you cannot conduct yourselves in an adult manner, then appropriate rules will be made to correct the undesirable behavior. It is unfair for a few to jeopardize the rights of the majority to a successful and meaningful education.

If you cannot conduct yourself in a manner that is appropriate for learning in the high school classroom, then you need to find another class where that type of behavior might be tolerated.

You are expected to do your own work, not copy from someone else's work. If I discover that you are copying, then you and the person from whom you copied will receive a grade of 0 for that assignment.

Because this classroom contains very expensive equipment, there will be absolutely **NO FOOD OR DRINK** allowed in the classroom.

It is a common courtesy for young men to remove their hats in doors. I expect this courtesy to be observed in my classroom. **DO NO WEAR YOUR HAT** unless you want me to own it.

Chewing gum is an option that students have. However, gum belongs in your mouth not as bubbles splattered on your face, nor as an addition to the furniture. Gum should be chewed silently—not popped. There are two waste baskets in this classroom, please use them. (Of course, the janitors might like your help scrapping the gum off the desks that you put there.)

The computer work stations are not waste baskets either. Please do not use them as such.

PLEASE FEEL FREE TO ASK THE INSTRUCTOR ANY QUESTIONS YOU MAY HAVE. TRYING IS THE KEY TO SUCCESS IN THIS CLASS. IF YOU TRY, YOU CANNOT FAIL.