

COMPUTER APPLICATIONS

Course Syllabus

SCHOOL: Jefferson High School

TEACHER: Angela Bolen

COURSE DESCRIPTION: This course is designed to provide students practical applications skills through “hands-on” instruction. The students will become familiar with the use of the computer as a tool for work/personal applications, computer related careers and computer terminology. Students in this course become proficient in word processing, database, spreadsheet, publishing, and presentation software. Correct keyboarding techniques are stressed. This course is a prerequisite for all other courses in information technology.

TECH PREP ARTICULATION AGREEMENT: Computer Applications is an articulated course with Lanier Technical College. A student who successfully completes this course with a minimum grade of 85 percent as specified in the Tech Prep agreement may exempt the corresponding post secondary course after the validation process has been completed. A student must complete a Program of Study in the secondary plan and must enter the postsecondary institution within 24 months of high school graduation.

CREDIT: 1 unit

GRADES: 9-12

SUPPLIES NEEDED: Hardback 3-ring notebook, tabbed divider pages, notebook paper, pen and pencil, computer paper.

SETUP OF NOTEBOOK:

- Section 1: Word Processing (Microsoft Word 2003)
- Section 2: Spreadsheet (Microsoft Excel 2003)
- Section 3: Database (Microsoft Access 2003)
- Section 4: Presentations (Microsoft PowerPoint 2003)
- Section 5: Desktop Publishing (Microsoft Publisher 2003)

GRADING POLICY:

Daily work (notebook)	35%
Tests	35%
Quizzes	15%
Semester Exam	15%

Hand in assignments on time. You will have 3 to 5 days to turn in missed assignments.

CLASSROOM GUIDELINES: In addition to all policies, procedures, and consequences outlined in the student handbook, please adhere to the following.

1. Do not bring food or drink to the computer lab.
2. Make no changes to computer settings unless instructed to do so.
3. Personal disks/CDs are not allowed.
4. No headphones.
5. Do not touch any other student’s keyboard or mouse unless instructed to do so.
6. Reread pages 36-38 of your handout. The Internet guidelines are extremely important particularly in this class setting. Please remember that we will use it for educational purposes and that it is a privilege, not a right.

If you choose NOT to follow the guidelines. . .

1st offense: warning

2nd offense: 30 minute detention

3rd offense: 1 hour detention, parent notification

4th offense: 1 hour detention, parent notification and administrative conference

To be successful in computer applications, you should also remember the following . . .

The teacher has a right to teach, the students have a right to learn. LISTEN – follow directions the first time! Respect the rights of others; value your rights. Be in assigned seat, on task, when the bell rings. The more organized and prepared for class you are, the more you will learn. Bring needed materials to class EVERY day. SAFETY is a must in lab classes; please care for the equipment and furniture as if it were your own. No rolling in chairs – WALK! NO HORSEPLAY! Raise your hand to be recognized before speaking. BE HONEST!

We have read and understand the syllabus for Computer Applications.

Student Signature

Parent/Guardian Signature

GOOD LUCK! I HOPE YOU ENJOY YOUR COMPUTER CLASS!