

Syllabus Computer Applications

Expectations

Attendance, Absences and Grading

- If you have an unexcused absence on the day that an assignment is due you may not make up the assignment or receive credit for the assignment.
- All assignments must be completed during the unit in which they are covered.
- Assignments will be completed in class. Some will be printed; others will be graded on the screen. You may make up work in the library or at home.
- **DO NOT FALL BEHIND** – it is difficult to catch up.

Tardies

- You will receive **AFTER SCHOOL DETENTION** if you are late to class more than three times.
- You may only arrange **Lunch Detention** through your Assistant Principal.
- Do not go to your locker before class if it means you will be late.

Cell Phones

- Turn off your cell phone.
- Keep your cell phone out of sight – cell phones on your desk will be taken and returned at the end of the period.
- Cell phones in use will be confiscated and may be picked up at the lost and found at the end of the school day.

Computer Lab Behavior

- Do not change the computer setup.
- Students found tampering with the computers will be disciplined according to the Acceptable Use Contract you and your parents signed.
- Each student will sit in the seat assigned to him or her.
- Be sure to log-off after using the computer.
- You must have a password to use a computer. No password means not passing the class.
- No surfing or games. Stay on task.
- **Printing:** You may not print without permission.

Unit Overview: These units will help you in your other classes, as well as prepare you for the future

Microsoft Office Applications: Word, Excel, and PowerPoint

This course covers Word, Excel and PowerPoint. The Word and Excel units include workbook exercises as well as assignments that require you to produce your own documents. The PowerPoint unit includes the Career PowerPoint, as well as a personal PowerPoint on a subject of your choice, and other activities.

Career Exploration

The course includes a career exploration and inventory unit in which you will explore career choices through the College in Colorado web site, as well as other on-line sources, and create a PowerPoint about your career choice.

Reading in Content Areas / Writing Across the Curriculum

Some assignments are based on *Reading in Content Areas* and *Writing Across the Curriculum*. You will be scored for demonstrating that you understand what you are reading, and for proper usage in your writing.

Information Literacy

You will be expected to use internet sources, to distinguish between reliable and unreliable sources, to manage and organize information, and to respect the difference between your work and the work of others. You will also be expected to attribute information appropriately and use it legitimately.

Assignment Sequence – subject to change and modifications

Word Assignments
Favorite Links
Create folders
Personal Accomplishments & Goals
CQI and Goals
Likes & Dislikes
Likes & Dislikes w/ Formatting
Weekly Schedule
Seven-day Schedule
Business Cards
Personal Cards
Day in History: Concept Map
Day in History: Concept Map of chosen topic
Day in History Assignment
Google Scavenger Hunt
On-line Literacy

Excel Assignments
Intro to Excel
Project Budget
Demographics
Classroom Survey
Cricket Chirps (Linear Regression Chart)
Typical Schedule
Personal Timeline
Income and Education
Monthly Budgets
High School Graduate: Car Search & Loan Analysis
Junior College Graduate: Car Search & Loan Analysis
College Graduate: Car Search & Loan Analysis
Dream Car Extra Credit

PowerPoint Assignments
Career: Yearly Income Spreadsheet
Starting Salaries
Career Clusters
Career PowerPoint
Resume
Web Simulation PowerPoint

as time permits:

Animation (PowerPoint)
Moviemaker