Teacher: Ms. Snowden
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COMPUTER APPLICATIONS SYLLABUS

COURSE DESCRIPTION
This one semester course is designed to make students proficient in using the Microsoft Office Suite. Students will utilize Word, Excel, PowerPoint and Access components. Successful completion of this course will assist students in utilizing these programs in other courses and in their personal lives.

SUPPLIES
-A charged laptop
-Signed AUP Form (turned in to office during registration)

COURSE GOALS
Computer Applications will help students to become proficient in using Microsoft Office.
Students will learn how to:
- Setup and maintain organized files and folders
- Create and modify Word documents
- Introduce desktop publishing skills using Word and Publisher
- Use Excel to organize and sort data
- Prepare charts and graphs using Excel
- Create and sort data using Access
- Create PowerPoint Presentations using acceptable business standards

Evaluation

Students will be evaluated in the following manner:

	Activity	% of Grade
1.	Daily work	40%
2.	Unit Tests	40%
3.	Semester Exam	20%
	Total	100%

Grading Scale
Utilized as outlined in the current student handbook.

Classroom Expectations:

1. Be in class on time.
2. Sit in your assigned seat.
3. Listen to instructions the first time they are given. Only one person speaks at a time—teacher or student.
4. Be polite and helpful.
5. Respect others and our equipment.
6. Bring necessary materials. Students will only be allowed out of class with their Planner.

Consequences:
First offense—verbal warning
Second offense—speak with teacher after class
Third offense—sent to office

"Failure is not an option."