



Computer Applications I



Mrs. J Arrington
arringj@gcsnc.com
Room 203

Website: www.mrsarrington.com

WELCOME!

Welcome to Computer Applications I. I am glad to have you join the class! In virtually every business, computers play a significant role on a daily basis. In Computer Applications I you will learn how to use the computer to serve your educational needs today -- and the future needs of a prospective employer. This course focuses on word processing documents, publications, spreadsheets, databases, and multimedia presentations used in business to communicate information. Students will use Office 2007 as they learn to use a word processing application to format letters, research papers, as well as develop your own resume. Spreadsheet software will be used to analyze data, perform calculations, and create charts. Students will use database applications to keep records of information, filter data, and generate reports. You will incorporate text and graphics to create a professional business presentation. In the process you will also learn about using the Internet, email, communication hazards, and online safety.

COURSE OBJECTIVES

- ❖ Understand tools and methods used to obtain information from the Internet.
- ❖ Remember components of electronic communication and rules of online safety.
- ❖ Understand documents and publications used in business.
- ❖ Understand spreadsheets, charts, and graphs used in business.
- ❖ Understand databases used in business.
- ❖ Apply procedures to use presentation software in business.

COURSE REQUIREMENTS

- ❖ Attendance (This is a hands-on course using computers daily. Attendance is vital to your success!)
- ❖ Daily Work (Class work, Production Assignments, Projects, Quizzes)
- ❖ Tests
- ❖ Mid-term Exam (20% of 1st term grade)
- ❖ Final Exam (25% of Final Grade)

Required Materials -- Please bring to class each day:

- ❖ Three-ring notebook
- ❖ #2 pencils

Extra-help/ Make-up Sessions are available before school Monday – Friday from 8:00 – 8:30 a.m. and after school on Thursday from 3:30 – 4:30 p.m. by appointment.

GRADING PROCEDURES

Class Grades

Daily Work - 35%

Quizzes - 20%

Tests - 30%

Work Habits - 15%

- 1st term grade = 80% class grade + 20% Midterm Exam
- 2nd term grade = class grade
- Semester Grade = 37.5% 1st term grade + 37.5% 2nd term grade + 25% Final Exam

Quizzes: Quizzes will be given to assess mastery of material

Tests: Each unit will conclude with a Unit Test.

Daily Work: Assignments we do each day are considered daily work. This includes class work, production assignments, and projects. Often a specific assignment will span several days. It is not enough to get it done--students must strive to GET IT DONE THE BEST IT CAN BE DONE!

Racing through an assignment with an end product which is "okay" is not good enough.

Work Habits

Students will receive a "work habits" grade worth 15% of their term grade. This is predominantly a hands-on course using computers daily. Class time is an important commodity. It is **not to be wasted**. All work is considered important. Your "work habits" grade will reflect: *promptness in getting started; efficient use of class time; persistence in working toward goals; attention to and following of directions; reviewing for quizzes; absence of disruptive behavior.*

LEARNING REQUIRES DISCIPLINE

To make this semester the most productive and enjoyable it can be, I have developed a few simple guidelines. Following these will help you be an active learner and an asset to the class environment.

- ❖ Treat everyone with respect
- ❖ Go to assigned seat when you enter the room, stay seated at appropriate times
- ❖ **No internet without permission**
- ❖ Food, drinks, electronic devices, and cell phones will be confiscated. No exceptions.
- ❖ Be in dress code when you come to class and stay in dress code throughout the class

Consequences

- ❖ Warning
- ❖ Detention After School
- ❖ Parent Contact
- ❖ Referral to Office

Student Responsibilities:

- ❖ Keep your assignments organized in your class folder and in your class notebook. Remember to SAVE ALL WORK to your classroom folder.
- ❖ In case of an absence, the student needs to check the assignments page. Go to the class website at <www.mrsarrington.com> for missed work and see the teacher for any handouts *if necessary*. Please arrange to get any class notes from a classmate. A student has 5 school days to complete any missed assignments. Failure to complete work in this time period will result in a zero.
- ❖ Late work is accepted within 5 school days of the assignment date with points deducted.
- ❖ Students are responsible for their assigned computer workstation. Notify me *immediately* if something is wrong.
- ❖ Bring proper supplies to class.
- ❖ Obey all school rules.

I have read the class guidelines for Computer Applications I listed above and agree to abide by these guidelines.

Student Signature

Parent Signature

Parent Phone Number _____

Parent E-mail _____

Please return this page with signatures to be kept on file by your instructor. Please keep the Computer Applications I Class Guidelines in your class notebook.