

Advanced Computer Applications Syllabus

Mrs. Kohl

Room 206

2007-2008

Course Description

Advanced Computer Applications focuses primarily on creating spreadsheets and powerpoints. Students will be using the Microsoft Office 2007 programs Excel and PowerPoint. Students will also learn the basic features and commands of these programs. If time allows, databases will be covered using Microsoft Access.

Objectives & Goals

- Produce and formulate spreadsheets.
- Create effective and useful powerpoint presentations.
- Understand and use the Windows operating system.
- Understand and use Microsoft Excel and PowerPoint and their features.

Grading Scale

95-100	A	77-79	C
92-94	A-	74-76	C-
89-91	B+	71-73	D+
86-88	B	68-70	D
83-85	B-	65-67	D-
80-82	C+	Below 65	F

Grade Components

Quarter Grade:

- 35% - in-class/homework assignments
- 65% - quizzes and tests

Semester Grade

- 40% - Quarter 3 grade
- 40% - Quarter 4 grade
- 20% - Semester test (written & computer)

Supplies

- ✓ All computer assignments will be saved on the network in the V drive (Bus.Classes).
- ✓ A 1" binder is **recommended** to keep notes, handouts and homework organized.
- ✓ You need to bring your class materials and a writing utensil every day to class.

Absences

- ✓ It is YOUR RESPONSIBILITY to get your makeup work.
- ✓ It is YOUR RESPONSIBILITY to turn in homework on days you missed.
- ✓ It is YOUR RESPONSIBILITY to schedule a time to makeup quizzes, tests and/or in-class work (labs, assignments, etc.).
- ✓ It is YOUR GRADE...you need to take RESPONSIBILITY in maintaining it.
- ✓ As stated in the student handbook, you have as many days for makeup as you missed.
- ✓ Pre-excused – You will be required to get your assignments before you are gone.
- ✓ Work missed due to an unexcused absence will be recorded as a "0".
- ✓ Cheating will not be tolerated. Anyone caught cheating will receive a "0" for the assignment/test and will also be punished depending on the severity of the issue.

Classroom Rules and Expectations

1. Be responsible for your actions!
2. Be on time and be prepared.
3. Use time wisely in class.
4. Pay attention.
5. No food, candy, or beverages allowed.
6. Respect others and their property.
7. Refrain from disruptive behavior.
8. Only use programs with permission.
9. You must have your planner to leave.
10. Late assignments will be a ZERO.

Other important items...

- You must have permission to use the computers (other than for my class work). **YOU ARE NOT ALLOWED TO PLAY ANY GAMES!**
- The agenda will be on the board...get ready for class!
- Printing: you must have permission to print anything (besides my class work). If it's for personal use: 5 cents a page.

