

Advanced Computer Applications Syllabus

Mrs. Kohl

Room 206

2010-2011

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 remains, Microsoft Access will be covered.

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 grade

40% - Quarter grade

20% - Semester test (written & computer)

- Grades are calculated every two weeks and will be available to view via online or through class grade sheets.
- The academic non-compliant policy is enforced in this class therefore you will be required to stay after school if you have any missing work.

Supplies

- All computer assignments will be saved on the network in the V drive (Bus.Classes).
- A 3-ring binder is **required** to keep notes/handouts organized. You will receive a completion grade at the end of the semester for your binder. **KEEP EVERYTHING** as you will need it for the semester test.
- 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 and turn in according to the student handbook. If you miss labs or quizzes/tests, you will have to schedule a time to make it up.
- 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. Refer to the board for the agenda.
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. You must have your planner to leave the room.
9. You must have permission to print anything (besides class work).
10. All electronic devices need to be put away during class time.

MVHS Network Rules & Consequences

Rules

1. No student shall download any music or game programs unless a staff member for a class project specifically approves it.
2. No e-mail, chat rooms, instant messaging or related activities will be allowed unless approved by a staff member and ran through their accounts for a class project.
3. Any use of the network/internet that would violate a policy or rule in the high school is banned.

Consequences

1st non-serious violation: the student will lose all computer privileges for 30 calendar days

2nd non-serious violation: the student will lose all computer privileges for 30 calendar days and the student will be removed from any technology class and given an "F" and no credit.

3rd non-serious violation: the student will lose all computer privileges for 120 calendar days and the student will be removed from any technology class and given an "F" and no credit.

Serious violation: 9 school day suspension, lose computer privileges for high school career, removal from technology classes and given an "F" and no credit, pay for costs