

Freshmen Seminar Syllabus

Mrs. Kohl

Room 206

2008-2009

Course Description

In this class, you will be introduced to basic computer applications that will help you later for other class projects. Internet explorer, Microsoft Word, Excel, PowerPoint and Publisher are the programs that will be used.

Objectives & Goals

- Search effectively on the internet.
- Learn basic features of Word, Excel, PowerPoint and Publisher.
- Create word processing documents.
- Create spreadsheets and charts.
- Produce presentations/slideshows.
- Create desktop publishing projects.

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

Assignments
Notes
Lab work
Projects
Quizzes

Homework Policy

All homework is due at the beginning of the period unless otherwise stated.

PER QUARTER:

- 1st assignment not turned in: Freebie
- 2nd assignment not turned in: Zero and 30 minute "teacher detention" after school
- 3rd assignment not turned in: Zero, detention and parents called
- 4th assignment not turned in: Referred to Mrs. Drees



Supplies

- All computer assignments will be saved on the network in the V drive (Bus.Classes).
- A workbook will be provided to you at the beginning which includes labs and notes. You will receive completion grades throughout the semester for your workbook. There will be a fee to replace your workbook.
- A folder is **recommended** to keep handouts and homework organized. **KEEP EVERYTHING!**
- 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.
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.