Computer Applications

Syllabus

Credit: .5
Teacher: Ms. Colletti
Email: collettid@casdschools.org

Course Description: to establish a firm foundation in word processing, desktop publishing, spreadsheets, presentations, and integration using Microsoft Office programs.

- Basic layout of class: 1st quarter of year we will cover MS Word, the 2nd quarter we will cover Excel, 3rd quarter we will cover MS Powerpoint, and 4th quarter we will cover MS Publisher.
- Keyboarding skills practiced all year
- Projects will be as relevant as possible – School work for other classes, if possible.
- EDMODO – www.edmodo.com - an educational website that takes the ideas of a social network and refines them and makes it appropriate for a classroom. All assignments are put on Edmodo and also turned in

Teaching Methods:

1. *Lectures / Demonstrations* – will be used to discuss objectives of each component and to illustrate methods of creating various projects.
2. *Projects* – will be the most important part of the study. It is through these methods that students will learn by doing the tasks and have a chance to apply their knowledge to individual projects.
3. *Assessments* – along with the projects, students will be assessed using quizzes, tests, and other special assignments.

Grading: *

Category	Weight
Projects	65%
Tests and Quizzes	20%
Participation and Effort	15%

***subject to minor changes**

Responsibilities

Arrive on time
Listen to instructions
Turn in assignments on Edmodo—Carefully attaching documents
    5 points off for every day late
    No assignments accepted after 1 week.
    If you miss class due to illness, you have two school days to turn in missed work with no point deduction.
If you cut class, you get a zero—NO make-up work accepted
Do NOT get up at the end of class until the bell rings.