



**Computer Applications**  
**Mrs. Molyneaux**

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**GRADING SCALE**

A	95 - 100%
A-	93 - 94%
B+	91 - 92%
B	85 - 90%
B-	83 - 84%
C+	81 - 82%
C	75 - 80%
C-	73 - 74%
D+	71 - 72%
D	67 - 70%
D-	65 - 66%
F	64 - 0%

**COURSE DESCRIPTION**

Computer Applications will teach you how to effectively use computers to be successful in today's growing world.

Topics to be covered: The Office 2007 Suite will be used.

- Word
- Excel
- Power Point
- Access
- Publisher
- Internet & Web Building
- Digital Cameras and picture editing
- Video Editing

**COURSE REQUIREMENTS**

1. Notes - you will be responsible for taking notes on each topic we discuss.
4. Class Participation -It is important that you are present in class and on time. Involve yourself in class discussions, questions and daily work.
5. Tests Completion of tests, quizzes, assignments, and projects as given.
6. Daily Work Assignments will be collected, graded and returned on a daily basis. All assignments must be neat, error free, and handed in on time.

**GRADING**

Late assignments will lose recorded at reduced point values.

Tests will be given on topics as needed. You will be told in advance when a test will be given.

You will be graded on a weighted system, daily work and participation (40%) tests and projects (60%).

*Please take the time to track your grade and assignments through Infinite Campus.*

**GENERAL RULES AND INFORMATION**

A seating chart will be utilized.

You are considered tardy if you are not in the classroom when the bell rings.

Students have two days to make up work for each day absent. **It is your responsibility to inquire about missed assignments or to make arrangements to come in. Handouts are stored either on the server or in the bookshelf at the back of the room.**

**You will be required to bring a folder with pockets to keep in the classroom.**

## GENERAL RULES AND INFORMATION CONT.

I have a classroom set of textbooks. Please treat them with respect and return them to the proper storage place when finished with them. No writing in the book! Assignments should be completed in class. However, if needed, I will grant extra time if you communicate with me.

I am available 5<sup>th</sup> and 7<sup>th</sup> period for help. However, by appointment you may enter my classroom at anytime for help. Please seek help if you are having problems of any kind.

## COMPUTER & TECHNOLOGY RULES.

**ABSOLUTELY NO FOOD, BEVERAGES, OR CANDY DURING CLASS** – gum is a privilege not a right and can be taken away. Water is an option if it is in a container with a lid and left on the file cabinet at the door.

THESE COMPUTERS DO NOT BELONG TO YOU!! Please don't customize or change settings unless you have my permission. Violators will lose computer privileges.

If bringing in documents on a disk, personal jump drive or ipod they must be scanned for viruses first.

No Ipods, mp3 players or cellphones allowed during class except to transfer data files.

The stickers on the computers are there for a reason. Leave them in place and untouched.

The mouse and mouse pad are your friends. Do you know how to navigate through software without these handy

tools? Respect the right to use them by keeping them free of damage.

## INTERNET RULES

- ◆ You must have permission to be on the internet. Permission will be granted only for research or projects that pertain to classes.
- ◆ Surfing, Email, IM's, social networking, chat rooms and games via the internet are **NOT** allowed.
- ◆ Downloads are **NOT** allowed.
- ◆ Games already loaded on the computers are okay if I am not lecturing and all your work is finished.

You are expected to take care of your station, clean up around your area before leaving. Any damage to the keyboard or computer caused by misuse or abuse will be discussed in conference with the Principal, your parents, you and me.