Southern Huntingdon County High School

Computer Applications

Course Syllabus

**Course Title:** Computer Applications

**Instructor:** Mrs. Whitsel

**Contact Information:** Email address: rwhitsel@shcsd.org

School phone: (814) 447-5529 x2209

Planning time: 8th period

Class website: <http://shcsd.org/Domain/343>

**Course Description:** This course is designed to help students master beginning and advanced skills in the areas of word processing, spreadsheet applications, multimedia, Internet usage, and integrated software applications. Other topics include file management on local, network and cloud-based storage media; as well as navigation of web-based information, data security and digital citizenship.

**Course Objectives**: Upon completion of Computer Applications, the student will be able to:

1. Use word processing software to create, edit and format documents.

2. Use spreadsheet software to calculate, organize, edit and present numerical data.

3. Use presentation software to create, edit, and enhance presentations.

4. Use browser applications to navigate web-based information sources and applications.

**Computer Applications Used:**

Microsoft Office including Word, Excel, PowerPoint

Google Docs, Slides & Sheets

Internet-based applications

**Student Materials:** Your own headphones (optional)

**Student Evaluation:**

1. Informal evaluation to check student progress shall include teacher observation of the student's class participation, discussion and application of material presented.

2. The grading scale listed in the Student Handbook will be used. All grading policies discussed in the student handbook are also applicable.

3. Grades will be based upon daily assignments, tests, and other projects.

4. Students are responsible for checking MMS periodically to ensure that they have all assignments completed and turned in to the teacher.

**Make up work and tests:** Students will have the same number of days to make up the work as they missed. In other words, if student was absent one day, they will have one day to make up the work. For tests and quizzes, if the student was aware of the test or quiz prior to absence, they must take the test as scheduled. If they were not aware, they have have

3 days to make up the test or quiz. If there are extenuating circumstances, the teacher may use her discretion.

***Teacher reserves the right to alter this syllabus at any time during the course.***

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| **General Classroom Rules: General Consequences:** |
| Rule #1 Be respectful Verbal Warning |
| Rule #2 Be prompt Teacher/Student Conference |
| Rule #3 Be prepared Parent Contact |
| Rule #4 Obey all school rules Office Referral |

**In this class we….**

* Are on time for class.
* Respect teacher, students and computer equipment.
* Do not have food, drinks or cell phones unless authorized by teacher.
* Remain on task and quiet.
* Do our own work.
* Adhere to the SHC Acceptable Use Policy.
* Stay at the computer we are assigned

**Have signed and returned by Monday, August 30, 2021 for a grade of 10 points.**

I have read the course syllabus, classroom rules and procedures for Computer Applications and I understand the expectations, grading and requirements for this course

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_