

# Expectations

## R-E-S-P-E-C-T

- Self
  - Others
  - Equipment
  - Staff
- ☺ Please bring only bottled drinks to the lab (screw top).
- ☺ All school policies must be followed.

Things you will need every day:

- Paper & writing utensil
- Folder or binder section to store papers

## Content Tutoring

Students not maintaining a C- or better will be

# Consequences

Disruptive behavior is not tolerated. Students are expected to follow the expectations and guidelines set forth in this document. If a problem occurs the following discipline plan will be implemented:

## INTERVENTION STEPS

1. Warning
2. Conference
3. Parent Call
4. Referral



# Essential Learning

## Word

- Identify terms associated with computer hardware and software applications.
- Practice shortcut keys and keyboard commands for efficient input.
- Use organizational skills to effectively perform file management.
- Develop keyboarding techniques and typing speed to improve productivity.
- Use skills, terminology, and techniques to create and format a variety of document types.
- Use skills, terminology, and techniques to create and edit text and graphics.
- Create basic business documents such as letters, envelopes, and labels.
- Use formatting skills to create documents with columns, outlines, tabs, and tables.
- Use formatting skills to create documents related to personal, school, and business use including report formats and business templates.

## Excel

- Enter and edit data and navigate through cells in a spreadsheet.
- Organize, manage, and format data in a worksheet and workbook.
- Use functions, formulas, and automated tools to analyze data.
- Chart data and describe findings.

## PowerPoint

- Create, present, and print a PowerPoint presentation.
- Use formatting, text editing, graphic design, and organizational skills to improve presentations.
- Create tables, charts, and diagrams using smart art graphics.
- Apply animation, sound, and video to presentations.
- Run and navigate a show using tools such as the pen and shortcut keys.

## Publisher

- Utilize a template to create a flyer.
- Apply design principals to create an original flyer that demonstrates the use of autotext flow, graphics, text styles, and borders.

## Outlook

- Send and receive email messages.
- Attach documents to email messages

## Internet

- Apply safe internet use
- Evaluate web sites for reliability, relevance, and accuracy

# Guidelines

## Electronics

Cell Phones, PDA's, iPods, MP3 players, and other electronic devices are not allowed in the classroom. These items will be confiscated and given to the office if they are being used or out in the open.



## Tardiness

The school tardy policy is strictly enforced. If you are late you will not be allowed entry to class, you will need to report to the bulldog.

## Absences

Class time is very important! Please collect make up work the morning following your absence. You will receive zeros on tests or quizzes missed with an unexcused absence. Check Parent Bridge! Late work will be penalized 10%.

## Hall Passes

Students will be allowed to have a hall pass four (4) times per quarter. You are expected to be gone no longer than five (5) minutes. An excursion longer than five minutes will result in the reduction of one hall pass. You may not use this pass the first or last twenty (20) minutes of class and only one person per time may leave the room.

## Cheating

Cheating is not tolerated. You will receive a zero on the work with no chance of redo.

# Acknowledgement

June 1, 2011

Dear Family:

This brochure describes the Computer Applications course your student is enrolled in this semester. Please review the guidelines and expectations that have been developed to facilitate the best possible learning environment.

Use the space below for comments and to sign your acknowledgement of understanding. Your student will receive five (5) points for returning this syllabus signed by Friday, June 3rd.

Thank you very much! Please contact me by phone at 254-4837, email at [Melissa.Wright@d51schools.org](mailto:Melissa.Wright@d51schools.org) or before and after school for any further clarification or questions.

Sincerely,

Melissa Wright  
Business Instructor

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Student Name (printed)

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Student Signature

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Parent Signature

# Course Information

**Prerequisite:** Keyboarding Experience  
**Credit:** 1 term or 1/2 credit *This course meets the graduation requirement for computer literacy.*

**Description**  
This is a computer laboratory course that will enable students to gain experience using Microsoft Word, Excel, PowerPoint, Publisher, and Outlook. Students will learn about operations systems, application software, windows terminology, file management, word processing applications and formatting spreadsheet features and functions, the application of standard charts and the use of presentation graphs and applications. Students will learn and apply Outlook for electronic mailing functions and applications.

**Outline**  
Week 1-2 E-Mail & Internet  
PowerPoint  
Week 2 Research Reports  
Formatting Tables  
Business Letters  
Week 3 Spreadsheets  
Newsletters

**Grade Calculation**  
50% Assignments & Projects  
25% Tests & Quizzes  
25% Daily Activities

# Palisade High School



# Computer Applications

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