***Course Syllabus: Computer Applications***

Instructor: Mr. Black

Fall Semester, 2015

B1A Daily

[cblack@columbia.k12.pa.us](mailto:cblack@columbia.k12.pa.us)

Greetings,

Welcome to High School Computer Applications! I am looking forward to teaching each and every one of you this semester.

**Course Description and Course Objectives**

Computer Applications is a course designed to teach students how to use the computer as a business and personal tool through the use of applications software. Appropriate software for database management, word processing, graphics, and spreadsheets will be used. Students will also perform activities using integrated software programs. Students will learn to use the Internet, and they will be given assignments in which searching the Internet will be required.

**Course Requirements**

Students are to be in their seats and working on the warm-up exercise when the tardy bell sounds. Assigned work should be turned in daily at the end of class. Students should take proper care of the equipment. Any deliberate misuse of the equipment will result in disciplinary action. Students should obey classroom and school rules at all times.

**Technology Policy**

In accordance with school rules, all electronics/cell phones/tablets/headphones ARE PROHIBITED in my class. I will tell you when you need to bring earbuds for activities. Please don’t fight me on this rule. Bottom Line: You will lose. I will win. Believe that.

**Grading Policy**

You will be graded on in class assignments, vocabulary quizzes, homework, and your computer apps journal which you will turn in at the end of the semester.

A = 100-90, B = 89-80, C = 79-70, D = 69 – 60, F = 59 – Below.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and fully understand the syllabus and agree to the grading policy, rules, and regulations of the class.

Print Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: