

Computer Applications Syllabus

Mr. Philpot

Purpose:

This course is designed to further develop and review a student's ability to interact and utilize Google and Microsoft's application software and terminology associated with technology.

Description:

This course uses AES Education to further develop the student's vocabulary and ability to interact and utilize application software and computer hardware. AES Education software uses a module format to direct students' learning. Internet safety will be addressed during this class. Google applications such as Docs, Slides, and Sheets will also be utilized. Microsoft Word, Excel and PowerPoint may also be introduced. Regular attendance and a student's continuous effort to improve his/her skills are most important.

Classroom Rules:

1. No food or drinks allowed in the lab.
2. Stay on sites and programs directed by the teacher.
3. Never rename, delete, add, or remove anything from the computer unless directed by the teacher.
4. Inform a teacher immediately when a computer is not working properly.
5. Remain seated and work quietly.
6. Do not share your username and password.
7. Log in and out with your account only.
8. Do not change any computer settings.
9. Leave your work area clean, push in your chairs.
10. Failure to follow the rules may result in loss of computer privileges.

Grading procedures:

Nine Weeks: Grades will come from lesson quizzes and lesson tests that are given during the module lessons. Students will be allowed to retake the tests and quizzes twice. The best grade will be taken.

Because of the nature of the class, there is relatively no homework, but students will be allowed to work on the assigned modules at home if able. Computer and internet access are required.

Internet and Games:

The Internet is available for students to use only with teacher permission. The Internet must be used with curriculum-based learning. Students will not be allowed on the Internet until ALL work and missed work is completed. If the student has had a discipline problem during the week he or she will not be allowed to use the Internet. The Internet policy will be followed.