

COMPUTER APPLICATIONS

2011/2012

Class Syllabus:

- Students will reinforce proper keyboarding techniques (inclusive of numbers & symbols). Keyboarding speed/accuracy requirements are listed below.
- Students will gain knowledge of how to use and integrate programs. (specifically Word, Excel, PowerPoint, Publisher) These programs will be used in the following practical applications:
 - Resumes and Letters of Application (Word)
 - Formatting of Research Papers (Word)
 - Career Exploration (Choices and Internet)
 - Budgeting (Excel)
 - Payroll (Excel)
 - Graphing (Excel)
 - Creation and Marketing of a Business using
 - Business Cards (Publisher)
 - Informational Brochures and (Publisher)
 - Web Pages (Publisher)
 - Presenting the Business Plan to a group of potential financiers (PowerPoint)
- Students are responsible to take notes and have a binder or folder to keep handouts given to them.

Grading System for Computer Applications	
Projects	35%
Daily Work—including APE grade	30%
<i>APE grades will be averaged every week</i>	
Timed Writings	10%
Test	25%

Qtr. 1—Timed Writing 3 Minute Copy—1 error per minute	
23	70/D-
24	72/D
25	74/D
26	76/D+
27	77/C-
28	78/C-
29	79/C
30	80/C
31	81/C
32	82/C
33	83/C+
34	84/C+
35	86/B
36	88/B
37	90/B
38	92B+
39	93/A-
40	95/A
41	96/A
42	97/A
43	98/A
44	99/A+
45	100/A+
Qtr. 2—Timed Writing 5 Minute Copy—1 error per minute	
23	70/D-
24	72/D
25	74/D
26	76/D+
27	77/C-
28	78/C-
29	79/C
30	80/C
31	81/C
32	82/C
33	83/C+
34	84/C+
35	86/B
36	88/B
37	90/B
38	92B+
39	93/A-
40	95/A
41	96/A
42	97/A
43	98/A
44	99/A+
45	100/A+

