Washington Community High School
Computer Applications
Year: 2018-2019

Instructor: Mrs. Gardner
Classroom: B12
Planning Period: 4th Hr (B16)

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A. Course Information

Grade level: 9-12 (required of all freshmen)
Length of course: 1 semester

B. Course Description

This is a computer applications course that provides hands-on experience with the Microsoft Office 2016 Suite and Windows 7 software. Included will be units of instruction in word processing, database, spreadsheet, and presentation software. Students will be able to apply skills learned in this class to other classes, personal work on home computers, post-secondary education, or employment. This is a lab course and most work will be completed at school.

C. Text and Required Supplies

Computer	**Internet access**	**Microsoft Office 2016**
SAM Training Site		

D. Semester Grading Plan

60% Coursework (Trainings & Labs)
30% SAM Exams
10% Participation

E. WCHS Grading Scale

A: 90-100
B: 80-89
C. 70-79
D: 60-69
F: <60

F. Expectations

1. *Be prepared* – **bring all necessary materials for the day**
2. *Be respectful* **of peers, teacher, and classroom**
3. *Be responsible* **for turning in work when due and in the case of absences**
4. *Be positive* – **encourage others and display a passion for learning (no whining allowed)**
5. *Be a good listener* – **follow directions and listen the 1st time instructions are given**
6. *Be aware* **of school & classroom rules/policies (see classroom, BYOD procedures and school handbook)**

G. Authorship Rules

➢ **You *may* get help from the instructor or other students.**

➢ **You may *not* copy another student's work either in whole or in part.**

➢ **If you are in doubt the help you are giving is permissible, *ask!***

➢ **Plagiarized assignments are given a grade of "0" with no opportunity to resubmit the assignment.**

H. Tentative Topics/ Schedule

Note: Any changes to the schedule will be communicated in class.

Date	Office 2016
Week 1	Programs/Apps
Week 2	Word
Week 3	Word
Week 4	Word
Week 5	Word
Week 6	Comp Security
Week 7	Excel
Week 8	Excel
Week 9	Excel
Week 10	Excel
Week 11	Excel
Week 12	Access
Week 13	Access
Week 14	Access
Week 15	MLB Database
Week 16	PowerPoint
Week 17	PowerPoint
Week 18	Review/Exam