

# COMPUTER APPLICATIONS I COURSE SYLLABUS

Mr. Robert Gilmore



## Major Course Goals

Students will:

- demonstrate computer literacy
- recognize and examine societal implications of computer uses
- use the computer as a word processing and graphics tool
- develop Internet usage skills

## Text

In addition to using several different texts as references, students will be using a variety of work packets and handouts in this class.

## Supplies

Students must bring with them to class each day:

- Folder (with pockets and center binding) along with loose leaf paper in the center binding for note taking
- Pen (Black/pen ink only) and a No. 2 lead pencil
- Planner
- ID

## Grading

Classroom Projects and Assignments	50%	93-100%	A
Tests and Quizzes	30%	86- 92%	B
Work Habits and Responsibility	20%	78- 85%	C
		70- 77%	D

A = Student completes all assignments, demonstrates high effort and is attentive in class.

B = Student does above average work, shows good effort and is cooperative in class.

C = Student does average work, shows good effort and is cooperative in class.

D = Student does below average work, has few assignments completed, shows little or no effort in class and is uncooperative in class.

## Please be:

- Prompt and Prepared
- Positive and Productive
- Respectful and Responsible