

Syllabus Advanced Computer Literacy

TEACHER INFORMATION

Name: Lynnlee N. Watts
Room: Computer Lab
Phone: (859) 494-6430
E-mail: lwatts@bluegrassbaptist.com
Planning Period: 6th hour

COURSE DESCRIPTION

Advanced Computer Literacy is a project driven class. The students enrolled in this course will create and produce the school yearbook. Students will create brochures for the school, create programs for plays and special events, and students will help teachers as requested with computer needs. This class also maintains an accurate inventory list of the school's technology equipment.

MATERIALS NEEDED

USB Flash Drive
3-ring notebook with 5 divider tabs
Loose-leaf paper
Highlighter (any color)
Pencils/Pens
Notebook dictionary (hole-punched to keep in notebook)
Notebook pencil case
1 ream of computer paper
1 can of compressed air

COURSE OUTCOMES

We WILL complete the yearbook by the last day of school and upload to printer. This is our number one goal for the school year. Every student's name and grade will be checked, double checked, and rechecked before we go to print. Every picture and detail will be checked for accuracy.

Students will have a working understanding of desktop publishing and be able to use Adobe Printshop Elements.

COURSE SCHEDULE

Students meet daily during 1st hour.

GRADING:

92-100 A-Excellent
83-91 B-Above Average
74-82 C-Average
65-73 D-Below Average
0-64 F-Failing
I-Incomplete

COURSE POLICIES:

All assignments are due on the due dates that they are assigned regardless of absences. Quizzes and Exams must be made up within 3 days of an excused absence or the grade will be recorded as a zero. It is the student's responsibility to contact his or her teacher to make up work. See OTHER INFORMATION.

LEARNING RESOURCES:

We will use the computer lab for our work. There is no textbook for this course. Students will need a flash drive and a notebook dictionary.

OTHER INFORMATION

Because this is a project driven course, there is minimal written work. Grades are based upon participation and completing tasks thoroughly, completely, and on time. Late work will either have substantial points deducted or not be accepted at all.

Student Signature: _____

Parent/Guardian Signature: _____

Contact Number for parent/guardian: _____

Email for Parent/guardian: _____