

Syllabus 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

Computer Literacy is in a large part a project driven class. We do a great deal of hands on activities on the computer. Students enrolled in this course are usually in 9th grade or above and have a working knowledge of not only computers, software, and printers, but have strong keyboarding skills and a good knowledge of Microsoft Office. We will cover Microsoft Office again, including Word, EXCEL, and PowerPoint. We will learn how to write formal, business, and friendly letters. We will have written quizzes and exams over material that we cover.

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

Students will have strong keyboarding skills and will be able to efficiently use Microsoft Office. Students will understand how to format letters, essays, and research papers. Students will be comfortable with opening and learning new software packages.

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

COURSE SCHEDULE

Students meet daily during 4th 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

- 50% - Exams
- 20% - Projects
- 10% - Participation/Daily Grades
- 10% - Quizzes
- 10% - Written Work

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

In addition to required written work, quizzes, and tests, 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: _____