



Computer Applications

Instructor: Mr. Thom

E-mail: GThom@morriscsd.org

Course Description:

Computer Applications is an ever-changing course. We will include sections on word processing, spreadsheets, databases, presentation programs, and graphing. We will also cover using Windows effectively, the Internet, e-mail, Internet safety, and keeping your computer free of spyware, etc. This course will give you the ability to use a computer more effectively in completing your assignments and projects for other classes.

Course Requirement:

There is not a text book for this course. Most of the information will be passed on through notes, study guides, and project sheets. You will need to have a folder in which to organize papers and always have a pen or pencil. Everyone has different skills and areas of expertise in the use of computers. Please cooperate with each other and be respectful.

Classroom Rules:

1. Do not alter, download or change any of the computer settings. This means that you cannot download music, install any software, change the screensaver, backgrounds, settings, etc. on any computers.
2. Use appropriate, professional language and behavior.
3. Be in class on time and ready to work.
4. Treat students, teachers, and equipment respectfully.
5. Hand in your **OWN** work.

Grades:

Grades are calculated by averaging the grades that you have earned on each project. All work will be completed in class or during a study hall. Late work will not be accepted after a week. Half credit will be given for one day late. Your final grade is an average of the two quarterly grades, mid-term and the final exam. You must earn a final average of 75% to pass the class.