

**Computer Applications 1**  
**Instructor: Ms. Rains      Room 204**  
**Sacred Heart High School (2009-2010)**

**Text:**

Skateboards, Inc. Indoor Skate Park: An Integrated Microsoft Office Simulation

**Required Materials:**

Textbook, Notebook, Folder, Removable Flash Drive

**Description:**

This course serves to introduce, to the student, the Microsoft Office skills essential to the successful preparation of professional documents, letters, and spreadsheets. Students will utilize these skills by preparing a “virtual” business in the form of a skate park. In light of this objective, students will be taught to efficiently navigate and operate *Word 2000, Excel 2000, and PowerPoint 2000*.

**Course Requirements:**

- Students must attend, be prepared, and participate in every class period.
- All students must bring ALL required materials to each class. Textbooks are to be stored on the shelf in the back of the classroom. Textbooks can be removed from the classroom with permission from the instructor. Failure to do so will result with a 1 point deduction off daily grade.
- Students are to use the entire class for teacher assigned work.
- Students must obey and follow posted Computer Lab procedures pertaining to computer and classroom usage.
- Students should allow no less than 4 minutes at the end of each class to properly save their work and “log-off” of the computer. **STUDENTS MUST “LOG-OFF” AT THE END OF EVERY CLASS PERIOD.** Failure to do so will result with a 1 point deduction off daily grade. Students should only “shut-down” the computer at the end of the school week.
- **Students are not allowed to go on the internet, use email/instant message, or change any settings on any computer.** If a student is found violating this rule, it will result with an automatic zero for a daily grade.
- Students must save all work to their flash drive. Any work saved directly to the computer will be deleted. If you are having trouble saving your work to your flash drive, please notify the instructor. *Please take care of your flash drive and do not drop it.*
- Students are responsible for all notes, lectures, tests, quizzes, projects, and assignments that are missed. Assignments that are more than 3 days late will result with a permanent zero.
- Do not print to printer in classroom unless instructed to do so.

**Course Gradings:**

Daily Assignments/Saved Work: 50%

Tests & Projects: 40%

Quizzes: 10%