

D Block Comp Apps Fall 2024

Computer Applications

2024-2025

Carole Jeffcoat

Carole_Jeffcoat@wrsd.net

508-829-6771

Dear Parent/Guardian

Following is the syllabus for Computer Applications, a course your son/daughter is taking at Wachusett Regional High School this semester.

Please make note of my email address and do not hesitate to contact me if you have any questions or concerns throughout the year: Carole_Jeffcoat@WRSD.net.

After reviewing the attached syllabus with your son/daughter, please complete the acknowledgement form and have your son/daughter return to me by Friday September 6, 2024.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Carole A. Jeffcoat

Course Overview

The intent of this course is to introduce students to the basic skills in using Microsoft Office program: Word, Excel and PowerPoint

Course Objectives

By the end of this class, you [or your child] will be able to:

- Create, save, share and collaborate on Microsoft Office files from different programs
- Format business documents including letters, flyers, invitations, newsletter, table of contents, resume and certificates
- Create and format spreadsheets for financial and other mathematical purposes; create pixel art, formatting cells; Excel functions; VLOOKUP and Pivot tables
- Design and present slides using a variety of media including images, maps and video



Logistics

Class Days

Homework will be assigned and shared on Google Classroom. Class code is **i72iffm**. Unless otherwise specifically stated, work is due by the END of class meeting. Any work not completed during class time is due by the start of the next class when possible.



Required Texts, Materials, and Online Accounts

You will need the following for this course:

- Material/Readings/Videos provided through Google Classroom
- A Remind Account
- Earbuds that work with your Chromebook



Electronic Device Policy

Electronic devices are prohibited in class except under direct instructions/permission from the teacher. At the time the bell rings, all personal devices will be stored in a pocket holder with each student having an assigned number for their device. They will remain there until the bell rings at the end of class unless their use has been allowed by the teacher.



Participation Policy

Students are expected to participate in class discussions and answer questions during class time. While participation is not graded, it will greatly improve your chances for success in this class.



Schedule

Dates/Week #	Unit/Topic/Subject	Required Reading/ Course Content
Weeks 1	Unit 1: Navigating Microsoft programs	Opening and saving files Terminology for window movement
Weeks 5	Unit 2: WORD	Inserting WordArt, Text Effects, Border Options, Picture Background Removal, Text Wrap; Using Templates; Indenting, Bullets, Sorting, Headers, Formatting an Address; Endnotes; Margins, Hyperlinks and Tab Leaders
Weeks 4	Unit 3: EXCEL	Absolute and relative cell references; cell shading and borders, format painter, resizing, alignment; merging cells; picture correction tools, adding and renaming sheets; create chart; basic functions; IF

		functions including nested IF's.; VLOOKUP; naming ranges and protecting your workbook
Weeks 5	Unit 4: POWERPOINT	Layouts, design, formatting, inserting, styles, picture corrections, background, shapes, centering, textboxes, shadow, scaling, callouts, WordArt, picture order, artistic effects, footers
Week 5	Unit 5: Cumulative Projects	1. Technology Writing Prompts 2. Remember Me Page 3. Trading Cards 4. Macros, Quick Parts & Breaks 5. Flowchart 6. Business Sign 7. Wanted Poster 8. Comic Strip 9. Company Brochure Five more available as needed - multi day projects

Grading Policy

Tests, projects, quizzes, classwork and homework contribute to the final grade. They are graded as follows:

- Tests and projects – 100 points each
- Quizzes – 50 points each
- Class work and homework– Points will vary depending on length and complexity of assignment

Semester grades are as follows:

Semester 1:

QTR 1 – 40%

QTR 2 – 40%

Mid-term Exam – 20%

Semester 2:

QTR 3 – 40%

QTR 4 – 40%

Final Exam – 20%

Course Communication

Class Announcements	Google Classroom - code i72iffm Remind - text this code to 81010 - 3kfag3g
Email/Personal Messages	Email: Carole_Jeffcoat@wrsd.net Through the Remind App once registered Through private messaging on Google Classroom Phone: 508-829-6771 When writing a message, please follow the expectations below: <ul style="list-style-type: none"> • Include your name, the class name, subject of the message (e.g., Bob Jones - Accounting I F Block - test) • Be as specific as possible!
Questions for classmates	If you have a question you would like your classmates to answer you can use the Google Classroom "stream." The stream is visible to the entire class community, so I encourage you to both ask and answer questions there.



Attendance

If the student is absent, it is his/her full responsibility to find out what assignments were missed and to make arrangements to make up all missed work. In the case of absence, students should check Google Classroom for the day's work and homework if assigned. It is important that students attend class and participate in class activities regularly. All school policies apply with respect to absences and tardiness.



Academic Integrity

Pursuant to the Wachusett Regional School District's policy, please be advised that all students' academic work must reflect their own honest efforts. Cheating and plagiarism in any form will not be tolerated. This includes, but is not limited to copying homework, papers, lab reports, or quiz or test answers, acquiring or disseminating quizzes or tests before they are administered; or using information from the Internet or other outside sources without proper attribution.

Any student known to have cheated will be subjected to penalties, up to receiving "0" for the work. Possible penalties will be made known to each class by the teacher and will be included in the course syllabus. Students who collaborate with others in cheating by allowing their papers to be copied or by other means will be subjected to penalties commensurate with their involvement, which may include the student receiving "0" for the work or suffering significant grade reduction.

In all cases, the principal or the class administrator along with the department head and teacher will be informed about both the incident and the penalty imposed, and the parent(s) or guardian(s) will be notified. The administration reserves the right to impose other penalties up to and including removal from the course, removal from honor societies, and loss of eligibility for scholarships with "honor" as criteria. Any student known to have cheated in this class will receive a zero on the assignment and their parents, the principal and administrator will be notified. Second offenses will result in referral to your administrator for action and will include a zero on the assignment and notification to their parents and the principal.

Please sign and return to me by September 6, 2024. Please feel free to note any concerns or comments here.

Student name (please print) _____

Student Signature _____ Date _____

Parent name (please print) _____

Parent Signature _____ Date _____

Telephone number: _____ (daytime if possible)

Please indicate if you may be contacted at the above number during school hours.

Yes

No