

COMPUTER APPLICATIONS I

Spring 2010

Currituck County High School

Instructor: Christina Corbo

Classroom: Room B-03

Prerequisite: None

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Course Competencies

- Understand tools and methods used to obtain information from the internet
- Remember components of electronic communication and rules of online safety.
- Understand documents and publications used in business.
- Understand spreadsheets and charts used in business.
- Understand databases used in business.
- Apply procedures to use presentation software in business.

Description:

This course is designed to help students master advanced skills in the areas of word processing, database management, spreadsheet, telecommunications, desktop publishing, and presentation applications. Emphasis is on data communications, Internet and e-mail, as well as skill development in the integration of software applications, ethical issues pertaining to information systems, and information technologies careers. Communication skills and critical thinking are reinforced through software applications. Work-based learning strategies appropriate for this course are service learning, field trips, and job shadowing. Simulations, projects, teamwork, and FBLA leadership activities, meetings, conferences, and competitions provide opportunities for application of instructional competencies.

What You Will Need for This Class

- ✍ A pen or pencil daily
- ✍ 1 marble/spiral composition book
- ✍ 1 two-inch three ring binder **FOR THIS CLASS ONLY!**
- ✍ 6 dividers for the binder
- ✍ Notebook paper
- ✍ A positive attitude!

Make-up Work and Tutoring:

Any work missed due to an absence may be completed after school on Thursdays in B-03 with me, or on Tuesdays in B-29 with Mrs. Painter. **You must schedule with us at least one day in advance on the sign-up sheet.** You will have three days to make-up work missed, and it will be your responsibility to ask for missed assignments or check the Quia web page for missed assignments.

Electronic Communication: We will be incorporating the use of various forms of electronic communication in this course. Each student will have a student email account that we will use very often. I have a website for each of my courses, and the page for Computer Applications I is <http://www.quia.com/pages/corbocompapps1.html>. This will also be where students will take their quizzes and tests online. This website can be accessed anywhere you have an Internet connection, so parents can keep up with class happenings. This requirement will be further explained to students in class.

Attendance & Tardies: The Currituck County High School attendance policy and tardy policy are explained in the student handbook and will be followed.



Classroom Grading Policy

Classwork/Homework	35%
Quizzes	20%
Projects and Tests	30%
Participation/Conduct	15%
Total	100%

School Grading Scale

A	Superior	100-93
B	Good	92-85
C	Average	84-77
D	Poor	76-70
F	Failing	69-0

Future Business Leaders of America (FBLA)

Students are strongly encouraged to join **FBLA**. **FBLA** is a co-curricular organization for students studying business and information technology. (See the attached letter for more information and for a Membership Application Form). Students will be given the opportunity to participate in monthly meetings, enrichment activities; local, regional, and state level competitive events, and fundraising activities. We are also embarking on a new business venture this year where we will be operating our own Otis Spunkmeyer cookie sale business. Membership for the year is **\$10** (**National dues \$6, State Dues \$4**). Checks are to be made payable to Currituck County High School. Payment can be made to any business teacher.



CLASSROOM EXPECTATIONS

1. When you enter the room, get materials ready and place book bags in the designated place. Log in, check your email, check the class Quia page, and start your journal writing. Daily agenda will also be on the board.
2. Be in your seat and ready to work when the tardy bell sounds. You should have all materials at your desk ready for new material. Textbooks remain in the classroom.
3. Show respect for others and their property. Cabinets, storage areas and the teacher's desk are off limits. You are responsible for your work area; notify me immediately at the beginning of class if anything is not in order, to be sure that you do not share in the blame for it later.
4. No **food, candy or drink** allowed in the classroom/computer lab. Please **do not** bring these items into the classroom/computer lab. No **Gum** is allowed.
5. Raise your hand for permission to speak or leave your assigned work area. Talking out of turn and horseplay disrupts others. We have 90 minutes in class. By working together and cooperating, we can get our "job" done in the time we are together.
6. **The bell does not dismiss you**; the teacher does. Please remain seated until I dismiss you. We will begin cleaning up three minutes before the bell will ring, and you will be dismissed from your seats by the teacher. **We will not stand in the doorway crowding others and blocking an exit.**
7. Leave your work area clean and neat as it was left for you. Do not leave any paper or trash in or around your work area. Desktops and mouse pads should be kept clean. Again, if you come in and anything is not in order let me know immediately.
8. Wednesdays will be **professional/job interview dress**. This is for extra credit purposes **ONLY**. It is **not mandatory**. Dress as if you were going on a job interview. If you have any questions or concerns about this, see me privately.
9. If an emergency, i.e. restroom need, should arise and permission is granted by the teacher to leave the classroom, students will use their school planner for their hall pass and have it signed by me. Please let me or our school nurse know immediately if there is a special medical need. I will speak individually with any student who habitually needs to leave the room and is missing valuable class time.
10. **Respect** and **responsibility** are keys to success and will be demonstrated at all times. All school rules will be strictly maintained. Please refer to the Student Handbook.



DISCIPLINE POLICY

For any student not adhering to classroom rules will apply:

- First offense: verbal warning/conference with teacher
- Second offense: phone call home to parent/guardian
- Third offense: office referral

Computer Applications I is a course that you can use in every phase of your academic, professional, and personal life. Together we can develop knowledge and skills that will enhance future opportunities. Technology can sometimes be frustrating and computers unpredictable but as a team we will succeed. Respect differences, work together, express yourself in the appropriate manner and **ALWAYS bring your positive attitude to class!**

By signing below, I agree that I have carefully read and understand the course syllabus and classroom rules. I agree to abide by all of the policies and regulations. Please contact me if you have any questions. I look forward to meeting/seeing again parents/guardians and communicating with you through frequent progress reports, conferences and/or phone calls. Please feel free to let me know what I can do to help your student succeed in this course.

Student Signature

Parent/Guardian Signature

Date