

Beginning Computer Applications
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2008-2009
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Beginning computer applications is designed to give students an overview of the Microsoft Office suite and an introduction to basic keyboarding. Both areas are essential for job preparation. To achieve proficiency in these areas, students must attend class daily and participate actively in each class session.

There are no textbooks for this class, however there are handouts. There will be a PowerPoint presentation for each lesson and a handout will be given of the presentation. The handouts function as your textbooks. You are responsible for keeping them. All handouts found after class will be thrown out. The only notes that will be available to use on tests, will be those written on the handouts.

There are five components that comprise your grade. Each component is equally weighted (20% of your grade). This means that failure to do one component will lower your grade one letter grade, failure to do two will result in failing the course.

Daily Participation – Being an active participant in class is the best way to learn. Therefore each student will receive 10 points for each class period where you are an active participant. Each class that you are not an active participant will result in a zero.

Daily Work – For each lesson there will be at least one assignment that gives you a chance to practice the skill learned. Each assignment counts as an individual grade and should be e-mailed to me no later than the last day of the week. Late work will be accepted on an individual basis, and will be dependent on each student's behavior in class.

Tests – There will be two to three tests for each section of Microsoft Office. There will be no test for typing. Students will be allowed to

retest if the make a C or below, however 10 points will be deducted from the final grade.

Message Boards – There will be two message boards that you will be responsible for posting on each week. One is a message board I have created and includes topics about HFAA. The other one will be a message board you create. Topics should be school appropriate on both boards and you will receive specific instructions on what is expected.

Book Report – Each student must complete a book report each semester. You may choose a the book, however **IT MUST BE THE FIRST TIME YOU HAVE READ THIS BOOK!!** All books must be approved prior to the book report being turned in. Reports will be accepted throughout the semester, but the final due date is the Friday before semester exams.

Tutoring is available before and after school, via email, or during Wednesday and Friday advisory periods.