

# Computer Applications

Mrs. Estes, Fall 2006

Get ready for the greatest class in the world! The computer is a wonderful tool and you are going to be able to use it well by the time you finish with this course. No more hunting and pecking, no more search and destroy! Very soon you will be keying without looking at your hands or the keyboard. You will also build a portfolio of documents including applications from Word, Excel, and PowerPoint to take with you when the course is finished. You will never have to guess at a format again. It's going to be fun, exciting, and the best course you have ever taken! Believe it!

## What to Expect:

Each day will be filled with various activities. Here are some examples:

- Early work
- Drill
- Timings
- MicroType (typing tutor)
- Composition
- Vocabulary/Quizzes
- Sample Documents
- Graded Documents
- Business/Personal Documents
- Monthly Projects
- Group Activities
- Etc. Etc.

## Here's What You Will Need:

Two Pocket Folder  
Disk (to be kept in classroom)  
Pen or Pencil  
Positive Attitude  
Willingness to Learn

## Grading

Each week you will be given a grade based on the work you do. The percentages are as follows:

Daily Work/Technique	50%
Quizzes, Graded Assignments, Projects	50%

Missing assignments will be listed on your grade sheet. All missing work must be completed within one week. Make up work can be done before and after school or at home. Monthly projects and continuous practice of the touch typing skills learned in class will be the **homework** for the course.

Final Exam work will count as 20% of your final grade for the course.

No food or drink allowed in classroom.

No Hats.

No cell phones, personal CD players, MP3 players or I-Pods during class .

Questions? Always feel free to ask. Remember to observe all lab rules. Contact me in 222 or e-mail at [jestes@svsu.org](mailto:jestes@svsu.org).