

Orange High School Course Syllabus Computer Applications

Instructor: Ms. Fernanda Martin
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Phone #: (973) 677-4050

Classroom #: 124
Principal: Ms. Faith Alcantara and Ms. Kalisha Morgan

Parents are encouraged to contact me regarding any questions or concerns regarding your child's performance in my class. You can reach me via email or you can leave a message at (973) 677-4050. I will do my best to return emails and/or phone calls within 48 hours.

Course Description/Objectives: Students will be instructed on utilizing a variety of computer applications online and on PC. The various computer applications will enable students to conduct scholarly and personal research, create professional documents and presentations, collaborate via digital environments, as well as manage information effectively and efficiently. Students will leave the course with a strong digital applications foundation which will enhance their academic performance both in high school and throughout their pursuit of higher education.

Monthly Outline:

September:

Gmail, Google Drive, Google Documents, Google Research Tools
Internet Research on Careers, Colleges, and Scholarship Information
College Essays, Scholarship Reviews

October:

Google Presentation, Publishing and Collaborating via Google Drive
Autobiographical Presentation, Creating a Slides Website
Ethical Internet Conduct, Conducting Surveys Online

November:

Google Templates, Google Spreadsheets, Google Translate, Google Maps
Resumes, Resume Profile, Cover Letter, Interview/Thank You Letter
Flyers and Invitations, Travel Research, Travel Planning

December:

Xtranormal, 3D Animation
Creating an Animation from a Short Script
Public Service Announcements
Research NYTimes Online, Editorials Online

January:

Review
FINAL EXAM

Required Supplies:

Notebook, pen, Gmail account.

Note: Parents/Guardians & Administrators will have the right to look at student notebooks at any time.

Grading Policy:

Test and/or Quizzes.....30%
Authentic Assessment.....25%
Class Participation.....15%
Class Work.....20%
Homework.....10%
Extra credit assignments when applicable.
Class leadership responsibilities. (Extra Credit)

Make-Up Policy: Students will be responsible for completing all assignments on time. Partial credit will be given for late work. Assignments, quizzes or tests given during an excused absence may be made up. It is the student's responsibility to obtain material that was missed during an absence.

Classroom Rules of Conduct: Students must *SHOW RESPECT* for themselves and others at all times. Any derogatory and inappropriate language or disrespect to other students, teachers, or any other person or group is completely unacceptable.

* The following steps will be taken for behaviors that are distracting to the educational process.

1. The first time a behavior becomes a problem the student will be given a warning to stop.
2. The second time the problem occurs the student will be pulled aside to talk with the teacher.
3. The third time a call will be made to the parent/guardian.
4. The fourth time the student will receive a referral to a Vice-Principal and a parent conference will be arranged.

Electronic Devices: The use of personal phones and electronics is prohibited except for academic purposes and with permission from the teacher.

Internet: Use of the internet is for academic purposes only. Students are not authorized to use the internet for any other reason than to complete course assignments.

Academic Dishonesty Policy: Plagiarism and copying other students' work is prohibited. All students must observe guidelines outlined in the student policy manual.

Requirements to Receive Credit: Students who accumulate excessive absences (9 total) for the course will lose credit even if they have a passing grade. (See the student policy manual for more information)

Note to Parents/Guardians: No textbook is required for the course.

COURSE OUTLINE/SYLLABUS AGREEMENT
Computer Apps

I HAVE READ AND UNDERSTAND THE EXPECTATIONS OF THIS CLASS AS OUTLINED IN THIS SYLLABUS. I AGREE TO ABIDE BY THE RULES AND PROCEDURES ESTABLISHED BY THE INSTRUCTOR.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Printed Name:

Parent/Guardian's Signature:

Date: _____

Current Phone Number: _____

Current Email Address: _____

PLEASE RETURN THIS PAGE SIGNED!