Course Syllabus

Computer Applications
Teacher Ms. Wendy Todoric

Course Description

This course will help students learn how to use a variety of Microsoft Applications as well as develop Internet technology skills for personal, academic, and professional success. Students will use word processing and desktop publishing applications to create, design, edit, manipulate, format, and store common personal and professional documents as well as presentations. Students will additionally use the Internet in an ethical manner to research, collaborate, and efficiently retrieve information.
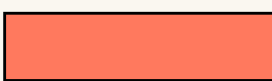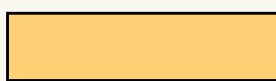
Class Rules

- No Cell Phones
- Bathroom Pass - once a week/emergency only
- NO Food or Drinks
- No passes first 10 and last 10 minutes of class.

Grading

Participation 25%

Projects/Assignments 50%

Homework 25%

Teacher Contact

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Room 234

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