

# BASIC COMPUTER APPLICATIONS

## 2007-2008

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### Course Description

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows XP, Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, Microsoft Office PowerPoint 2007, creating Web pages, and integration of the applications.

### Course Textbook

Shelly, Gary B.; Cashman, Thomas J.; and Vermaat, Misty E. (2008). *Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition*. Boston: Thomson Course Technology.

Shelly, Cashman, Nuscher. (2008). *Microsoft Office 2007: Introductory Concepts and Techniques Workbook*. Boston: Thomson Course Technology.

### Teaching Methods

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text.
2. Assignments: End of chapter activities and online activities will be assigned to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.
4. Exams: Exams will be closed book/notes and will test assigned readings and material discussed in class.
5. Participation: Student participation will be graded by the level of class participation and attendance.

### Course Policies

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor. Missed or late quizzes can not be made up under any circumstances.

Lecture and Lab: You are expected to read each assigned project prior to the lecture. Lectures will highlight the main points of the reading assignment and class demonstrations will visually explain the concepts presented in the readings. Most of the class time will be spent working on lab assignments. Due dates for the projects will be posted on the board. **No late work is accepted unless for excused absences.**

Your name and exercise number must appear at the bottom of each document. If an exercise has multiple printouts, they must be stapled together in the correct order. Assignments turned in without the student's name, chapter, and exercise number **typed** on it, will receive **NO** credit. If there are multiple printouts for one exercise, sequence them according to the order you were told to print them in the exercise. After completing a chapter, extra credit points will be given for organizing all assignments beginning with Exercise 1 through to the end of the chapter and then stapling the work and placing it in your student file folder.

All computer projects are to be saved on the school's network under your personal directory—**NOT** on the local hard drive (C:\). The instructor must be able to view your documents by accessing them through your personal directory. Your personal director on the network is labeled P:\.

Student Conduct in Class: Any acts of classroom disruption that goes beyond the normal rights of students to question and discuss the educational process relative to the subject content will not be tolerated, in accordance with the school's policy as outlined in the Student Handbook.

Electronic Devices Policy: Cellular phones, pagers, CD players, radios, and similar devices are prohibited in the classroom. Calculators and use of computers are prohibited during examinations and quizzes, unless specified.

Cheating Policy: Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating this policy if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Sharing one's work (either classwork and/or homework) with others.

Each student must develop his/her own solutions to all of the assignments. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

The penalty for cheating, as described above, will be **NO** credit for the assignment or test and will be referred to the vice principal's office for disciplining according to the school's discipline policy. If a student is unclear about whether a particular situation may constitute a cheating violation, the student should meet with the instructor to discuss the situation.

## **Class Evaluation**

The students grade will be based on total points. Points will comprise of the following:

1. Computer assignments
2. Class assignments
3. Homework assignments
4. Tests and quizzes
5. Class participation
6. Final examination project

A perfect computer assignment will receive a score of 5 points. One full point will be deducted for omissions or text additions, major formatting errors, incorrect formulas, or commands that result in copy that seriously deviates from the exercise instructions. One-half point will be deducted for each typographical error or minor formatting error. Grading of many assignments is subjective and based on the paper's mailability and usability in the real world.

Class participation points can be earned by good class attendance (being in the classroom on time is an important part of this grade), staying on task, following directions, leaving work area clean, coming to class with all necessary class materials, not talking while the teacher is lecturing, being respectful to everyone in the classroom, having a good business-like attitude, being cooperative, and if coming to class late, entering the classroom as unobtrusively as possible to cause the least amount of commotion to the class environment.

## **Grading Scale**

The grading scale is based on the school's established scale as outlined in the Student Handbook.

We have read this syllabus for Computer Applications and understand its contents. We will do all we can to make this a successful school year. We understand that if we need to contact Mrs. Vandebroek, we can reach her at the school during school hours at 978-368-8544, ext. 161 or by email at [patti@slabrowning.org](mailto:patti@slabrowning.org).

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Student's Name ***(Please print clearly)***

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Parent's Name ***(Please print clearly)***

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Student's Signature

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Parent's Signature