

COMPUTER APPLICATIONS

Overview

- Independent Study
 - This means you will work at your own pace, but I will keep track of your progress on a regular basis.
 - If I feel you are not completing enough work, I will let you know.
- Options
 - Pick one of the following and work on it the entire semester.
 - Word
 - Excel
 - PowerPoint
 - Publisher (also in charge of Paw Prints)

Assignments

- Lesson
 - Throughout the lesson, whenever an assignment says to print, it must be turned in.
 - Other assignments must still be completed, as they will be opened and adapted in later assignments that will be printed and graded.
- Concepts Review
 - Done on notebook paper or typed & printed from computer
 - Word, Excel, & PowerPoint
 - True/False & Short Answer
 - Publisher
 - True/False, Matching, Completion & Short Answer
- Skills Review
- Lesson Applications
 - All except Challenge Yourself
- Unit Applications
 - All except Using the Internet
- **NO ON YOUR OWN!!!!**
- Corrections may be done to receive ½ credit for what was missed on all assignments except concepts reviews

Tests

- Types
 - Lesson
 - No computer or book may be used
 - Unit
 - Computer may be used on both parts
- Must be completed before you start a new chapter
 - If not, it will be late (a late test = a zero)!
- Written tests will be taken per my direction
 - If there is no room where I want you to take it, you will continue to study for the test until room is available...do not begin a new lesson, as you will risk forgetting the information from the lesson you need to test for
- No corrections allowed
- If you prefer to take the test w/ Mrs. Smith, please see me.