



Computer Skills for the 21st Century

Instructor: Enilson Sarli, MA

Course Overview:

Basic and Advanced Computer Skills Class will provide students with an introduction to many facets and functions of computers. Areas in which students will receive instruction and hands-on experience include Microsoft Office 2003 Pro (Word, Excel, Access, PowerPoint), the Internet, and other applications as licenses become available.

Required materials:

Textbook: **A Guide to Microsoft Office 2003 for Information and Communication Technologies**

Publisher: Lawrenceville Press

ISBN: 1-58003-077-7

Author(s) Beth Brown, Elaine Malfas, Jan Marrelli

Purchase it online at: <http://www.varsitybooks.com>

Expected Course Learning Results:

The student will develop

- ❖ An understanding of the role of computers in everyday life
- ❖ An ability to operate a computer and execute many of its functions
- ❖ And appreciation for the responsibility of ethical computer and technology usage

Classroom Competencies and Procedures:

By the end of the course, the student should be able to do the following:

1. Demonstrate an understanding of the role of computers in everyday life
2. Demonstrate an ability to perform a variety of tasks in a number of different types of software
3. Prepare documents and complete assignments creatively and independently
4. Demonstrate proficiency in all phases of commonly used computer functions
5. Give presentations on the computer and in front of the class
6. Demonstrate the ability to “trouble shoot” basic computer application problems

Grading System:

The following percentages will determine the final grade:

Attendance/Participation	10%	100-93 A	79-77 C+	62-60 D-
Chapter Exercises	20%	92-90 A-	76-73 C	59-0 F
Chapter Tests/Quizzes	30%	89-87 B+	72-70 C-	
Final Exam	40%	86-83 B	69-67 D+	INC - Incomplete
Total	100%	82-80 B-	66-63 D	

Grades are posted on the Web weekly. Sign up for EDLINE to get grades, assignments and more.

Attendance:

All students are required to be in their seat by the time the bell rings to begin class. If a student is tardy without a pass from a faculty member, s/he will be marked down and the attendance grade will suffer. Tardies and absences and will be marked down impacting the attendance grade (see handbook for full attendance information).

IMPORTANT: Students who come to class without textbook will be marked tardy, or if book is in the locker and the student has to leave classroom to get it he/she will be marked tardy.

Late Work:

In this class all late work will still receive the total possible points and will be accepted up to the final exams date. Interim (4/12 weeks and quarter grades) will be calculated based on the work the student has done **and** turned in.

In class, no work is considered turned in unless it is taken from the printer and placed in the “in box”.

ALL MISSED WORK IS THE RESPONSIBILITY OF THE STUDENT

Tests & Quizzes

Unannounced quizzes and attendance quizzes may occasionally be given. If a student has an unexcused absence the day of the quiz, s/he may not make up the unannounced quiz.

ALL MISSED QUIZZES & TESTS ARE THE RESPONSIBILITY OF THE STUDENT

Classroom Discipline:

For classroom discipline and cheating policy refer to the student handbook.

Students involved in cheating will **at least** receive an **F** on the assignment or test and will be referred to the principal for disciplinary action.