Computer apps

Objectives for the class:

In this class we will be learning basic applications about computers. You will have a functional knowledge of how to use Microsoft office and google productivity software.

Grading:

I grade on a points per assignment scale. Some work will be worth 10 points, some 20, some 100, etc. Your final grade will be a ratio of earned points by total points. For example if we had a total of 1000 points for the 9 weeks and you earned 900 points, your grade will be a 90.

Assignments:

You will learn the material in a variety of ways. You will have 2 big projects this semester. Each project will be worth a possible 200 points. We will discuss those at a later date.

Expectations:

Be prepared Unacceptable language:

Be prompt any 4 letter adjective that you know that you should not say

Be respectful omg, O My God, By God, etc.

Be a good steward

Learn

Watch your language