

Computer Art Syllabus

AUSD1QQM-01 – COMP ART D19

Fall 2019

Mr. Ayala

Course Description:

This course will continue where the Computer Essentials class ended. We will learn about programs and applications that are most commonly used today. Please review the list of topics below. Note that topics are subject to change based on students' computer literacy level.

Grades and scoring:

Every course assignment will have a total amount of points possible to earn, of which the student will earn some percentage. It is possible to earn over 100% on some assignments; however, the course average can be no more than 100%. All files will be submitted to the instructor electronically. Receiving a final average **lower than 65%** is considered a "fail" for this course.

Assignments are worth 65% of the overall grade.

Tests/Quizzes are worth 20% of your overall grade.

Participation is worth 15% of the overall grade.

Participation and Tardiness Policy:

Students are encouraged to actively participate during class. Participation will be a grade between 0-100 points. This grade will be worth **15% of the final grade**.

If a student arrives late to the class without a pass, they will be warned once. The second time a student arrives to class late they will be marked tardy. Further tardiness will result in parent phone call and a lower participation grade.

Behavioral expectations:

- Do not eat at the computers! I don't want to clean up after anyone and it can damage equipment. I will allow eating at one of the tables away from the equipment.
- Enter and Exit the room quietly
- follow instructions
- come prepared to work
- Do not hinder the learning process of your classmates
- Keep negative comments to yourself

Topics

Keyboarding (Only if you haven't taken this course before)

Microsoft Excel

Computer Hardware

Microsoft publisher

Computer safety and Cyberbullying

Google Docs and Presentations

Microsoft PowerPoint

Microsoft word

Please Sign below to accept the syllabus and terms of the course

Print name: _____

Sign: X _____