

COURSE DESCRIPTION

Mr. Schuderer

Computer applications

1. COURSE CONTENT

- A. Students will complete a series of assignments pertaining to Microsoft Word, Excel, Access, and Power Point.

2. HOMEWORK

- A. Done on an extra credit basis only.

3. GRADING POLICY

- A. Students will earn a daily grade of up to ten points for day they attend. Half the points will be determined by the progress made on assignment. The other half is determined by behavior.

4. GRADING SYSTEM

90-100 percent = A

80-89 percent =B

70-79 percent=C

60-69 percent=D

Below 60 percent=F

5. CREDIT SYSTEM

- A. One credit will be earned for every twelve productive days. Students must earn at least six points a day to be considered a productive day.
- B. Students can earn extra credit for work done outside of class. The extra credit cannot exceed the amount of credit earned in class.