

Dear Parents and Students:

Please share the below information regarding the Computer Applications 3 course and the Central Bucks Technology Use Agreement. When complete, please sign and return the bottom slip to Mrs. Williams. This slip will count as the first homework grade of the trimester.

The goal of Computer Solutions (5951) is to build upon the fundamentals learned in Computer Applications 1 and 2. Review of fundamental skills, word processing/desktop publishing, database & spreadsheet management and career investigation will be addressed.

The goal of Computer Connections (5953) is to build upon presentation skills acquired in Computer Application 1 and 2 along with increasing the degree of sophistication that multimedia presentations will be used. Digital cameras and camcorders will be available to enhance presentations. In this course students will also be introduced to web page design. Students will be able to differentiate between a personal and professional web site along with being able to create a web site.

Each segment of Computer Applications 3 (5951 and 5953) is independent of the other. Classes meet for a trimester, every other day. Both segments of Computer Applications 3 must be satisfactorily completed in order to earn Technology credit for graduation.

Students will complete exercises and projects using the Microsoft Office integrated software package and the eChoices career investigation software package to learn the following essential skills in order to enable them to:

- ✓ Demonstrate keyboarding proficiency
- ✓ Use advanced word processing/desktop publishing to produce a variety of documents combining text, graphics and draw tools
- ✓ Create and use advanced databases and spreadsheets
- ✓ Use Internet tools and eChoices for research purposes (career investigation)

Letter grades of A, B, C, D and F will be earned for the Computer Applications 3 course.

IMPORTANT: STUDENTS ARE EXPECTED TO WORK THE ENTIRE PERIOD AND MAKE A SINCERE EFFORT TO ATTAIN THE HIGHEST POSSIBLE DEGREE OF SKILL. ABSENCES SHOULD BE MADE UP WITHIN ONE WEEK AND THE VERY NEXT DAY IF AT ALL POSSIBLE. STUDENT RESPONSIBILITY IS STRESSED THROUGHOUT ALL LEVELS OF COMPUTER TECHNOLOGY.

All students are required to have their disk and student folder in class daily.

It is **every student's responsibility** to keep up to date with their work and make up any missing assignments. Students can come in to the computer lab at resource and up to 3:00 p.m. daily and by appointment when necessary. Students are to maintain a reasonable level of behavior, including proper use of language, materials and equipment in class.

IT IS RECOMMENDED THAT EACH STUDENT HAVE A ZIP DATA DISK FOR CLASS; IF YOU WOULD LIKE TO PURCHASE ONE, PLEASE SEE THE ATTACHED ORDER FORM.

If you (parents) have email available, please fill in the below coupon for our files. Email communication can be much more convenient for both of us, due to the limited accessibility of telephones at Unami and our busy schedules. Your email address will not be shared by anyone.

STUDENT NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT EMAIL ADDRESS: _____



We have reviewed and understand the Computer Applications 3 fact sheet and the guidelines set forth in the CBSD Technology Use Agreement:

Student Signature

Parent Signature

Date

