



Oak Park High School
Computer Applications
Summer School
June, 2011
Mr. Amerikaner & Mrs. Wechter
Room C-4

Computer Applications

Prerequisite-None This course is a graduation requirement to ensure that students are educated in the fundamentals of computer technology. The class includes a survey of computer hardware, the history of computing, computer security and detailed investigations of Windows, Microsoft Word, PowerPoint, and Internet Explorer. This course is the prerequisite for all advanced computer education courses offered at OPHS. Students focus on the Microsoft Office 2007 Suite with the goal of qualification for taking the [Microsoft Certified Application Specialist](#) Exam.

Objectives:

- ✓ Teach the fundamentals of the Microsoft Office 2007 Suite.
- ✓ Build on the knowledge students have on integrating computer technology into their core subjects.
- ✓ Develop collaboration, research and acceptable technology skills for future success in school or work environment.
- ✓ Become proficient with digital textbooks, electronic resources and a paper-less classroom environment.

Classroom Expectations:

- ✓ Students are responsible for following all District, OPHS, and classroom rules and directions.
- ✓ There is no eating, drinking (other than bottled water), gum, ball-caps in the technology lab. Personal music players and cell phones are to be turned off during class time.
- ✓ Please show courtesy to visitors, guest teachers, and professional speakers in the technology lab.
- ✓ Students will be assigned a username and password to use the lab computers. **DO NOT** share this information with other students. Students will **not** be excused from assignments if the work "is lost" from the student's work folder. Students are responsible for their own folders and correct saving of their work.
- ✓ Students are responsible for the proper use of the computers. Any misuse, vandalism or inappropriate use of the computers will result in the removal from the class. The teacher, administrators and District will discuss the consequences of these actions with the students and their parents.

- **Consequences:**
 - First Offense- Verbal warning
 - Second Offense- Detention and call/note home
 - Third Offense- Referral for Administration Action

***** Disruptive behavior:** Fighting, profanity, defiance of authority will result in immediate removal from the class without warning or appeal.***

Academic Honesty:

Students will not misrepresent class work, research assignments, class projects, examinations and homework assignments as their own, when in fact, they are the work of someone else.

Grading Policy:

Students will be graded on the point systems. Students will receive grades for their submitted assignments, lab work, quizzes, tests, individual and group projects. In addition, students will receive points for class participation, which includes ability to collaborate, behavior and cooperation. Grades will be posted on Zangle.com Each student and family will have access to the student grade.

Make-up and Late Work Policy:

Please review and be aware of the District/School policy regarding summer school absences and tardies. It is the student's responsibility to find out what she/he missed during their absence.

Assignments are posted and updated on the Teacher website: <http://erikamerikaner.com>

Assignments will be accepted one week past the posted due date for one-half credit. After the past-due date, the student will receive a zero for the assignment.

Resource Textbooks and on-line Materials:

Various instructor handouts and on-line reading and research.



Parents and students are welcome to contact us anytime **through email** at eamerikaner@oakparkusd.org or bwechter@oakparkusd.org. We will return your message as soon as possible. We look forward to working with your student this summer. Thank you.

Return this page to Mr. Amerikaner by June 24, 2011

We have received and reviewed the Computer Applications syllabus.

Student Name: _____ Period _____ Signature: _____

Parent Name: _____ Signature: _____

Parent Email: _____ Day Telephone: _____

Additional parent comments or questions:

Thank you

This is a graded assignment, worth 10 points.

I will develop a class Email list to distribute messages and class notes. Please follow the directions below:

Assignment # 2

This is a graded assignment, worth 10 points.

1. From your **PRIMARY** Email address send an Email to: eamerikaner@oakparkusd.org
2. In the Subject Line: Your First and Last Name and Class Period- For example: Steven Spielberg Period 3
3. In the Body of the Email: Three (3) complete sentences giving **your** goals for this class---What do you want to learn?