



LISLE HIGH SCHOOL

Computer Applications

Contact Information

Table with 3 columns: Teacher, Email, Phone Number. Row 1: Mr. Scott Waibel, swaibel@lisle202.org, 630-493-8365

DEPARTMENT MISSION

The mission of the Career and Technical Education (CTE) Department is to provide college and career readiness instruction through a dynamic, hands-on curriculum, providing students the education and skills necessary to prepare them for a specific college major and/or career.

COURSE DESCRIPTION

Computer Applications is a one semester course designed to improve your speed and accuracy by learning the touch method for keyboarding. Using Microsoft Word, you will learn how to format various documents, including agendas, legal agreements, business letters, memorandums, tables, and other documents.

COURSE LEARNING STANDARDS/OBJECTIVES

- Key the alphabetic keys by touch
• Gain familiarity with the touch method on the numeric keys and the 10-key numeric keypad
• Use correct technique at the computer, including safety methods to avoid repetitive strain injury
• Demonstrate keyboarding speed and accuracy on straight copy material
• Proofread and correct errors
• Apply punctuation, numeric, and capitalization rules
• Format business letters, memorandums, tables, and other documents
• Use and understand features of word processing software
• Use and understand features of spreadsheet software
• Use and understand features of presentation software
• Apply ethical policies to the use of technology

COURSE GRADING POLICY

Students will be graded using homework assignments, quizzes, and tests as follows:

- 40% - Formative Includes all written class work, workbook assignments, and homework.
60% - Summative class Includes quizzes given at the end of each chapter and tests of cumulative material covered in and text. Please note that failed quizzes can be re-taken for a passing grade (60%) using your book/notes, but must be made up before the next quiz.

Grading Scale:





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90-100% = A 80-89% = B 70-79% = C 60-69% = D 50-59% = F

Extra Credit:

Extra credit assignments will be available throughout the semester, allowing a student to increase their grade by up to one percentage point per quarter.

Make-up Quizzes:

Quizzes are to be taken when scheduled. If a student misses a quiz due to a field trip, sickness, etc., they must take the quiz before the next quiz date.

Semester Grade:

80% 1st--2nd Quarter

20% Final Exam (cumulative)

100%

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LATE WORK POLICY

Homework will be reviewed in class on a daily basis. Late homework will be accepted for partial credit (less 30% for one day late; less 50% for up to one week late; **no** credit for over one week late).

COMMUNICATION WITH COURSE TEACHER

For students, face-to-face communication with the teacher is preferred. If not available, email using the address listed above is the next best communication method. For parents, email is the preferred method, followed by a phone conversation for more in-depth or personal communication. All emails/phone messages are expected to be returned within 24 hours.

OTHER SUPPORT

Forming a study group with fellow Computer Applications students is highly recommended. Also, Mr. Waibel would be glad to review computer concepts, homework, etc. on a daily basis before and/or after school. Setting up an appointment in advance would be greatly appreciated.

TEXTBOOK and MATERIALS

- Textbook: Century 21 Computer Keyboarding, Seventh Edition
- Pen/pencil
- 3-ring binder (1 inch recommended)

ATTENDANCE

There is a direct correlation between attendance and success in this course. If you are unable to attend a class, it is your responsibility to obtain the class handouts, notes, etc. You are responsible for anything covered in class during your absence, including assignments given and collected.

CLASS RULES

- The LHS tardy policy will be strictly enforced. If you are not in your seat when the bell rings, you are tardy. A fourth tardy will result in a school detention.





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- Come to class prepared! This includes bringing your book, workbook, pencil, calculator, etc. to class every day.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to absence must be made up within a reasonable time after your return to school.
- Students are allowed up to two hall or washroom passes per quarter.
- Electronic communication devices must be used for educational purposes only.
- No food or drink is allowed in the computer lab.

ACADEMIC HONESTY

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to, cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure of the assignment in question and/or failure of the course.





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Grading Information:

Third Quarter

- 30% Assignments/Quizzes
- 40% Technique (graded by a series of observations)
- 30% Timings/Speed (average of your three best one-minute timings with 90% accuracy)
 - A = 45+
 - B = 38-44
 - C = 30-37
 - D = 25-29
 - F = < 25

100%
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Fourth Quarter

- 50% Assignments/Quizzes
- 20% Technique (graded by a series of observations)
- 30% Timings/Speed (average of your three best one-minute timings with 95% accuracy)
 - A = 50+
 - B = 43-49
 - C = 35-42
 - D = 30-34
 - F = < 30





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100%

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Grading Scale:

90-100% = A 80-89% = B 70-79% = C 60-69% = D 50-59% = F

Semester Grade:

40% 1st Quarter

40% 2nd Quarter

20% Final Exam (cumulative)

100%

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Extra Credit:

Extra credit assignments will be available throughout the semester. These assignments will allow a student to increase their grade by up to one percentage point per quarter.

Timings Grading Scale

Your three best timings for each quarter will be averaged to earn the indicated grade for the timings/speed percentage of your quarter grade.

3rd Quarter			4th Quarter		
WPM	% Grade	Grade	WPM	% Grade	Grade
50	100	A	55	100	A
49	99	A	54	99	A
48	97	A	53	97	A
47	96	A	52	96	A
46	94	A	51	94	A
45	93	A	50	93	A
44	92	B	49	92	B
43	91	B	48	91	B
42	90	B	47	90	B
41	88	B	46	88	B
40	87	B	45	87	B
39	86	B	44	86	B
38	85	B	43	85	B
37	84	C	42	84	C
36	83	C	41	83	C
35	82	C	40	82	C
34	81	C	39	81	C





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33	79	C	38	79	C
32	78	C	37	78	C
31	77	C	36	77	C
30	76	C	35	76	C
29	74	D	34	74	D
28	73	D	33	73	D
27	71	D	32	71	D
26	70	D	31	70	D
25	68	D	30	68	D
24	66	F	29	66	F
23	64	F	28	64	F
22	62	F	27	62	F
21	60	F	26	60	F
20	58	F	25	58	F
19	56	F	24	56	F
18	54	F	23	54	F
17	52	F	22	52	F
16	50	F	21	50	F
15	48	F	20	48	F
< 15	0	F	< 20	0	F

