

**2007-2008 SCHOOL YEAR**  
**5<sup>TH</sup> 6 WEEKS**  
**COMPUTER APPLICATIONS COURSE OUTLINE\***

**FEBRUARY**

Monday <b>18</b> No School: President's Day	Tuesday <b>19</b> Publisher Lesson 1	Wednesday <b>20</b> Lesson 1 Teamwork Project	Thursday <b>21</b> Lesson 1 Teamwork Project	Friday <b>22</b> Lesson 1 Teamwork Project
Monday <b>25</b> Produce Table of Contents	Tuesday <b>26</b> Notes on Contrast: Size, Weight, Structure	Wednesday <b>27</b> Lesson 2 Vocabulary	Thursday <b>28</b> No class: Senior Meeting	Friday <b>29</b> * Quiz: Size, Weight, and Structure Contrasts * Indents Worksheet * Sections 2.8-2.10

**MARCH**

Monday <b>3</b>  DTP Sections 2.11 – 2.16	Tuesday <b>4</b> DTP Lesson 2 Study Guide Multiple Choice  Project 2-1	Wednesday <b>5</b> DTP Lesson 2 Study Guide Fill in the Blank  Project 2-2	Thursday <b>6</b> Notes on Contrast: Form, Direction, Color	Friday <b>7</b> DTP Lesson 1 & 2 Test <b>Half Day</b>
Monday <b>10</b> DTP Lesson 3 Vocabulary  Sections 3.1 – 3.3	Tuesday <b>11</b> T/F Review Questions  Sections 3.4 – 3.11	Wednesday <b>12</b> Quiz: Form, Direction & Color  Project 3-1	Thursday <b>13</b> FITB Review Questions  Project 3-2	Friday <b>14</b> DTP Lesson 3 Study Guide
Monday <b>17</b> <b>SPRING BREAK</b>	Tuesday <b>18</b> <b>SPRING BREAK</b>	Wednesday <b>19</b> <b>SPRING BREAK</b>	Thursday <b>20</b> <b>SPRING BREAK</b>	Friday <b>21</b> <b>SPRING BREAK</b>
Monday <b>24</b> <b>SPRING BREAK</b>	Tuesday <b>25</b> DTP Lesson 4 Vocabulary  Sections 4.1 – 4.7	Wednesday <b>26</b> T/F Review Questions  Sections 4.8-4.16	Thursday <b>27</b> <b>DTP Lesson 3 Test</b>  Project 4-1	Friday <b>28</b> FITB Review Questions  Project 4-2 Homework: Bring in Favorite Book
Monday <b>31</b>  Lesson 4 Study Guide  <b>PICTURES OF YOU WITH YOUR BOOK</b>				

# APRIL

<b>Tuesday</b> <b>1</b> Lesson 4 Written Questions  Work on Read Poster in celebration of American Libraries Week	<b>Wednesday</b> <b>2</b> Read Posters and Favorite Book Posters in celebration of American Libraries Week	<b>Thursday</b> <b>3</b> <b>Lesson 4 Test</b>  Finish Posters	<b>Friday</b> <b>4</b> Elements of Design
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\*Dates and topics subject to change.

## STUDENT MATERIALS NEEDED

Notebook (Binder) with dividers, Paper, Writing Utensils, Packet of Lesson Materials, Flash Drive (mandatory), Ream of Printer Paper (due by Monday, January 14<sup>th</sup>)

## MAKE-UP WORK

Since most work is done using in-house, computer-based software, students needing to complete make-up work will need to stay after school to make-up assignments. *They will need to do this **within 5 school days** so they will not get too far behind.* We do something new every day.

Students must finish work as assigned. Students will not be allowed to make-up an assignment if he or she is in class and fails to complete that assignment because of excessive talking, sleeping, or other nonproductive behavior.

## TEACHER/STUDENT PROCEDURES

- ✿ Students will come in each day and begin Bellwork as soon as the bell rings.
- ✿ The teacher will take roll and review the Bellwork question which is usually a concept from the previous day.
- ✿ The teacher will teach any new concepts and let students know exact assignment specifications for the day.
- ✿ Students will begin assignments and follow instructions for completing and turning in assignments.
- ✿ The teacher will return any graded assignments and assist any students needing additional help.

## ASSESSMENTS

Most tests and quizzes will be in the form of Multiple Choice, True/False, and Sentence Completion and Essay/Short Answer. Students will be given a Study Guide to complete in advance. There will also be projects that will count as test grades. See above calendar for dates.

## NOTEBOOK

The notebook will be checked once during each six weeks. This is to ensure students are keeping up with Bellwork and returned assignments. It also helps students learn organization and responsibility.

## SNAPGRADES

To view your student's grades you may use [WWW.SNAPGRADES.NET](http://WWW.SNAPGRADES.NET). If you do not have a password, please call or email and I will email you a link to your student's grades. Grades are updated at least once a week.

## TEACHER WEB

Copies of the course outline, notebook rubric, Course Policies (Blue Sheet), and Acceptable Use Policy are located on my [WWW.TEACHERWEB.COM](http://WWW.TEACHERWEB.COM) website Handouts page. If you lose your copy, you can print out another copy at home or in the library to have in your notebook.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_