Computer 521 Course Outline

Souris Regional High School
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Texts:  
- Book - "Computer Literacy"
- Manuals - Presentations, PaintShop Pro, Front Page, spreadsheets, databases
- Notes - QBasic, Visual Basic

Units:  
- Computer Literacy - 10 %
- Databases - 10 %
- File Management - 5 %
- Spreadsheets - 10 %
- Internet & E-Mail - 5 %
- Graphics - 10 %
- Programming - 20 %
- Web Page Design - 20 %
- Presentations - 10 %

Marking:  
- Assignments - 40 %
- Quizzes - 25 %
- Attendance & Homework - 5 %
- Final Exam - 30 %

Late assignments will be penalized 10% per day.
Late assignments will not be accepted after the other students have had theirs returned.

Absences:  
You are responsible for all work missed during an absence.
Call or e-mail a classmate or check on-line (www.edu.pe.ca/sourishigh/) to get the homework, assignment, or quiz information.
Class Rules

- Be on time.
- Be polite. Don't interrupt when others are speaking.
- Don't skip class - it's usually fatal to your success.
- Hand in your assignments on time.
- Hats and coats off. Leave bookbags at the back of the class.
- Keep the chair’s four legs on the floor.
- Near the end of class, wait in your chair until the bell rings. Push chair under desk.

Computer Lab Rules

- You and your parents must have signed an Acceptible Use Policy form.
- Internet - No pornography, hate literature, dangerous sites, chat lines.
- No downloading files or bringing in other disks unless permission is granted.
- Don’t give out your password or use anyone else’s.
- No handling disks, programs, or computers of other students.
- No damaging equipment, removing cables, marking on computers, desks, or mousepads.
- No eating, drinking, or candy in the lab.
- No games unless a time has been scheduled for them.
- When finished log off and shut down the computer to lessen the heat in the room.