

Class Rules

Beginning Computers

Teacher: Mr. A Larson

Put this in your portfolio!



Class Description and Goals

This computer applications course is a nine week introduction to computers. Students will develop and maintain skills in proper keyboarding techniques which will allow you to use the computer as a tool to accomplish everyday tasks much more efficiently.

We will learn vocabulary words, how to create simple and intermediate typing papers, create posters, make PowerPoint presentations, as well as how to create projects that will answer math problems you will encounter in every day life.

Class Objectives

1. Be able to type 20 words per minute by the end of the class.
2. Learn vocabulary words that are used when talking about computer technology.
3. Use software such as word processor, spreadsheet and presentation software to tasks.

Materials

Students will be required to keep notes taken during class, handouts, and graded assignments. These things should be organized in a binder. This binder and a pen or pencil must be brought to class every day. Assignment grades will be given periodically based on the organization of this binder. Students should plan on keeping this binder and bring it back to class next year as a study aid.

Classroom Rules

I have two basic rules in my classroom. "No whining" and "Do not make Mr. Larson angry." You are well aware of most classroom expectations, but here is a list of some basic rules that you will be expected to follow:

1. Follow directions the first time they are given, and always be on task.
2. Do not leave assigned area without the teacher's permission.
3. No disruptive or disrespectful behavior. Keep hands, feet, and objects to yourself.
4. No talking without teacher's permission.
5. Be prepared and ready to work when the bell rings. Bring books(s), paper, pencil, notes, and assignments(s).
6. No drink or gum in the lab – you are responsible for any damage done to your assigned equipment. If you notice a problem, report it immediately.
7. No disruptive items – This included, fidget spinners, toys, or other forms of distraction to the teacher or students.

Consequences

Mistreatment of equipment will result in an automatic 60 minute detention and/or ejection from the lab. If you get your name on the board during the week, you will not get free time on Friday. Detentions will be given if a warning does not correct the problem we are having.

Rewards

To earn a reward you must not have your name on the board during the last 5 class days, have no missing work, and maintain a C average in class. Free time consists of listening to music, using the Internet or simply playing games.

Grading Procedures

Keyboarding: Grades will be determined using a point system. Students will receive 25 points for practicing each of the following techniques continually throughout the period.

1. Sitting in seat, feet on floor, elbows at side.
2. Eyes on screen or copy to be typed.
3. Fingers curved over home keys while other fingers are reaching for a key. Fingers returned to home row keys after striking a key.
4. Using the correct finger to strike keys.

Assignments: Students are expected to complete and turn in every assignment. Students have two days for every day missed to complete work missed due to illness. You may need to come before or stay after school and use the computers to complete missed assignments.

Tests: Tests will be given to assess student learning. We will have approximately 5 tests over the course of the class.

Your grade will be calculated as follows: All regular work is generally worth 100 points. Tests and the portfolio will be weighted as 2 or 3 times as many points as regular work, but on your grade report due to how it prints, will still only show the assignment as worth 100 points.

Extra credit is always available and can be done either at school or at home.

Late Work

Most assignments that are turned in late will only receive 80 percent of the earned score. An exception to this policy applies when Mr. Larson and the student have made arrangements ahead of time. Students with ANY late work may be assigned to Academic Help as some assignments take multiple days to complete. While I expect things turned in on time, I am flexible depending on the situation but I will make the final decision when it comes to late work.

Cheating:

Cheating will NOT be tolerated. Anyone caught cheating on any daily work, quizzes, or tests will receive the following things: An F on the assignment, quiz, or test. One hour of automatic detention. Loss of all free time privileges for the remainder of the time you are in class.