

CLASS RULES

INTERMEDIATE COMPUTERS

Instructor: Mr. A Larson

Put this in your portfolio!



Class Description and Goals

This computer applications course will expand the computer skills you learned in last years course, and expand your knowledge in computer. 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.

Students will use the skills acquired in class last year to create more advanced documents, posters, and spreadsheets, as well as learn several new topics this year.

Class Objectives

1. Strike keys using correct keyboarding techniques.
2. Type at least 35 words per minute (40-45 preferred) OR a growth of at least 10 WPM.
3. Expand your knowledge of terms used when talking about computer technology.
4. Use a word processor, spreadsheet and presentation software to create documents, solve problems, display data and to create multimedia presentations.
5. Utilize the Internet to communicate, access and share information.

Materials

Students will be required to keep notes taken during class, handouts, and graded assignments 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 to keep this binder and bring it back to class next year as a study aid.

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

School wide consequences are posted on the board. Mistreatment of equipment will result in and automatic 60 minute detention and/or ejection from the lab.

Disciplinary consequences for tardiness

Standard school tardy policy will be enforced.

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, using the scanner, color printer, other new technology, or simply playing games.

Grading Procedures

Keyboarding: Your keyboarding skills will be worth a test grade. Grades will be determined using a point system based upon the following criteria.

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 6 tests in class.

Your final grade will be calculated from the following assignment categories. 15% from Documents, 15% from Desktop Publishing, 15% from Internet assignments, 25% from Spreadsheets, 15% from Data Exchange, 10% from their EOCA, and the final 5% will be from your Portfolio.

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:

1. An F on the assignment, quiz, or test.
2. One hour of automatic detention.
3. Loss of all free time privileges for the remainder of the time you are in class.