

# Computer Applications I ---- Mrs. Brown

## GOALS

Students will manipulate data based on written or verbal instructions to communicate information efficiently and effectively to a variety of audiences using word processing, spreadsheet, databases, and presentation software (Microsoft Office)

## LEARNING TARGETS

*Word Processing – Spreadsheets – Databases – Presentation Software – National Testing*

## GRADING SCALE

99% - 100%	A+	80% - 82%	B-	62% - 68%	D
92% - 98%	A	78% - 80%	C+	60% - 62%	D-
90% - 92%	A-	72% - 78%	C	Below 60%	F
88% - 90%	B+	70% - 72%	C-		
82% - 88%	B	68% - 70%	D+		

## GRADE BASED ON

- **accuracy** and **neatness** of assignments and projects completed using all software applications. Projects include letters, resumes, reports, advanced tables, payroll spreadsheets, and building/manipulating a database from scratch

## THINGS TO KNOW

1. **Tardy** - must be in the room when the bell rings or else you will be tardy. 20 min detention after 3 tardies; 40 min detention after 6 tardies. Detentions are after school only and special assignments may be given.
2. **Absences** - it is important you see me for makeup work.
3. **Cell Phones**—No cell phones should be out in the classroom. NO TEXTING, NO VIDEO, NO GAMES, NO MUSIC. Listening to music on iPad or computer CANNOT come from YouTube or any other video source. NO VIDEOS OF ANY KIND. Turn on music and let play – PLEASE do not allow it to interfere with your work.
4. **Cheating** - First time caught - F on assignment. Second time - F for class grade.
5. **Teacher Instruction** – Please stay at your desk when I am speaking to the class. This is not the time to get a Kleenex, sharpen your pencil, throw something away, etc.
6. **Teacher's Desk Area** - The only items that may be used or borrowed from the desk area are Kleenex, hand sanitizer, stapler and pens/pencils from black cup only. Other items on the desk area, on shelves, cabinets, tables, etc. are off limits. Very important to NOT get behind the teacher's desks
7. **In general, students will not leave class during class time** – No bathroom, nurse, locker, locker room, etc. If, under special circumstances students must leave the classroom, the student's cell phone must be left at the teacher's desk.
8. **End of Class** - students will please remain at their computer until the bell rings.
9. **Attendance is important** in order to receive a passing grade in this class. Many assignments must be completed during class time only!

I WANT US ALL TO BE SUCCESSFUL IN THIS CLASS  
THEREFORE,  
LET ME TEACH; LET OTHERS DO THEIR WORK;  
SHOW RESPECT

# Classroom Expectations

## Be A Bobcat



### Safe

Follow rules and Procedures.

### Responsible

Be prepared for class and learning.

### Caring & Respectful

Put others first. Respect self, others, & property.

<b>Start of Class</b>	In assigned area	Materials out and ready to work	Be Present Be Polite
<b>Technology</b>	Be a positive digital citizen	Use as a learning tool Appropriate sites Ready to use	Use technology for school appropriate learning activities
<b>Instructional Time</b>	Follow teacher directions Remain seated	Engage with the daily learning activities	Active listening Follow expectations Let others learn
<b>Group Work</b>	Follow directions	Actively participate	Respect each other's ideas and the process
<b>Individual Work</b>	Do your own work	Be on task	Work productively Do your best
<b>End of Class</b>	Remain seated Listen for teacher directives	Turn in work and/or Write down assignments	Work through the end of class