

## **Computer Applications Expectations Spring 2011**

**Mr. Loble**  
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**Room L203**

### **Course Description:**

This course is designed to acquaint high school students with basic through intermediate computer skills using Microsoft Office programming. Computer terminology, computer literacy, operating systems, networking, Internet use, and basic troubleshooting, will all be the main topics covered. We will spend time developing crucial knowledge for today's society. Computers and technology offer the ability to use creativity. I encourage all students to be creative with their assignments; there is much leeway in all assignments offered, so it is expected of students to create their own projects.

Student attendance is extremely important. Every day the class will be learning new material. Every student is expected to participate in activities.

### **Classroom Expectations:**

- Student will come to class on time, be prepared to work and have an open mind to learning.
- Student will be respectful of **every** person in the room at all times.
- Student will not deface or destroy any property in the classroom.
- Student will focus and use the computer and Internet for schoolwork before working on something else.
- There is no eating in class. You may drink water if it is in a container that has a screw top. Any food will be confiscated and thrown away.
- Use good character at all times within the room.

\*\*\* Cell phones are not to be seen nor used during any of the class time. If these items are found the teacher will confiscate the device and a parent will have to pick them up from the Vice Principals office.

**Internet Usage Policy:** If a student is to be found using the Internet for any purposes that are not appropriate according to the DUSD acceptable usage agreement, their Internet capabilities will be revoked and possibly referred to the Vice Principals office. General rule: If you think what you are doing on the computer may be inappropriate, don't do it.

### **Student Work:**

Class work is given in the form of projects and will be available on loble.net. There is generally not "homework" given in this class. This class work is 60% of the final grade. The majority of any of our work will be turned in through Moodle, which is an online program. The student is responsible for any missed work due to any absence or school activity. Any work missed due to truancy will not be accepted. It is up to the student to monitor their time and use it wisely in order to finish the assignments. Late work will be accepted for as long as one week past the due date, for less credit. Late work past the one week due date will not be accepted. No exceptions.

### **Attendance:**

If student is going to be absent for an extended amount of time, it is up to the student to receive instruction and assignment BEFORE leaving. For each day of excused absence, student has one day to make up the work. If you are not in the room BEFORE the bell rings you will be assigned snack/lunch cleanup. You have one day to complete this and return the form to the teacher. Skipping clean-up results in detention and a referral. Every three tardies is an unexcused absence. 3 unexcused absences result in the drop of a whole letter grade.

**SAM:**

SAM is an interactive tutorial software package that we will use throughout the semester. It offers demonstrations, practice, and application to all the different parts of Microsoft Office. We will use this for training and exams. This software can only be used in the computer labs at Warren High School. It is up to the student to make sure she/he is current with all SAM training/exams. SAM is 40% of the grade in this class. It is important to make sure you stay current with your training and exams. The accompanied training must be completed in order to receive credit on the exams. SAM is graded on a credit basis where the student must receive an 80% or higher to receive credit.

**Class Web Site:**

As a class, we will use the Internet and a class web site. Assignments, tutorials, and materials will be found on this site. The following web address will be the class web site:

<http://loble.net>

**MicroType:**

As a daily warm up we will be working on typing skills. MicroType is a typing program that we will use for approximately 10 minutes a day when we first begin class. At the end of each quarter there will be a grade given based upon the level of individual progress. Students can work on MicroType after finishing other projects in class.

**Grading:**

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- 59% or lower = F

These scores will be achieved through participation, projects, and working through the learning activities. I have yet to find extra credit in life, so other than passes, we will probably see none here.

**Passes From Class:**

You will be issued 3 passes in the beginning of the semester. You may use these to excuse yourself from class for no more than 5 minutes. If you do not use the three passes, you may turn them into me at the end of the semester. **At the end of the semester each leftover pass is worth 3 points.**

**Cheating:**

Cheating is using someone else’s work and submitting it as your own. If a student is found cheating a referral will be given on first offense. Grade for assignment will result in a zero. All parties involved will receive the same treatment, which means if you give or take, it is the same consequence.

I have read and have been informed about the rules of this class. I understand these rules and procedures as they have been explained to me.

\_\_\_\_\_ Signature (parent) \_\_\_\_\_ Name (printed) \_\_\_\_\_ Date

\_\_\_\_\_ Signature (student) \_\_\_\_\_ Name (printed) \_\_\_\_\_ Date