Computer Applications Syllabus

2015-2016
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Overview:

Technologically proficient students are well prepared for academic success in high school and at the post-secondary level. Additionally, these skills help students transition successfully to the world of work. The goal of this course is for students to acquire an understanding of commonly used application software and develop an awareness of digital citizenship. In this course students will use several forms of word processing, spreadsheet, and presentation software. Students will work with digital cameras, photo editing software, and video editing software.

Grading:
- Late assignments are accepted. Students who turn work in late will receive a 50% deduction from their grade.
- Cheating and/or plagiarism will result in a zero and documentation on your permanent record with the possibility of behavioral consequences.
- When students are absent unexpectedly it is their responsibility to get their assignments before school on the day they return to school. They must also arrange to take any quizzes or tests that they missed while absent on the day they return to school
- Grades are earned, not assigned.
- Tests & Quizzes: Will be worth more points than daily work (Include, but are not limited to, multiple choice, essay, problem solving, matching, fill-in-the blank, short answer, etc)
- Daily Work: (Includes worksheets, homework assignments/projects, simulations, group work, current events, school store, etc)
- Participation: All students are expected to participate in all class activities every day.

Grading Scale:

A+ 98-100   A 95-97   A- 92-94
B+ 89-91   B 86-88   B- 83-85
C+ 80-82   C 77-79   C- 74-76
D+ 71-73   D 68-70   D- 65-67
F 0-64

I - An incomplete is given to those students whose work is not completed. All incompletes should be completed within two weeks.

Classroom Expectations:
- Students will be in the classroom and seated with the required materials out on their desk when the bell rings.
- Students must use their planners to leave the classroom.
- Computers can only be used for academic purposes.
- Complete assignments on time. Communicate with Ms. Main if you are having trouble meeting a due date or need additional help.
- Be prepared for class.
- Use class time productively.
- No talking will be permitted during quizzes and tests.
- Maintain an appropriate noise level throughout class.
- Actively participate in your education by answering questions, asking questions, involving yourself in class discussions, and helping other students.
- Fully utilize the resources available to you within your textbook on edmodo.com.
- Remain in your seat until the bell rings. Push your chair in and pick up your area when you leave.
- Be positive. Show up each day ready to learn.

Cheating/Plagiarism:

Whenever a student is guilty of cheating, I will collect the student's paper, make a zero for the work, and inform the principal as to the action taken. I will record the date, and details of any cheating and notify parents. Plagiarism is taking the writings and ideas of others and passing them as your own and is considered cheating which will result in a zero. The second time a student is caught cheating in the same class will result in an "F" for the nine weeks. Should a student get caught cheating in the same class three times, the student may lose credit for the semester.

Supplies:
- Pencil and pen
- Student planner
- Notebook or paper
- Headphones
- Laptop
- Charger