COMPUTER APPLICATIONS

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Computer Applications
In this entry-level course, students will get a concentrated learning experience to become proficient, productive, safe users of technology. They will learn to touch type, gain speed, and then apply those skills using Microsoft Office applications (Word, Excel, Power Point) to create professional documents. Students will also build their own eportfolios using Weebly. They will use their online eportfolio to showcase their completed work as well as blog. Lastly, students will learn technology basics ranging from email to internet safety.

Major Topics Covered

<table>
<thead>
<tr>
<th>Keyboarding</th>
<th>Microsoft Office</th>
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</thead>
<tbody>
<tr>
<td>• Minimum job-entry keyboarding (45 wpm)</td>
<td>• Word basics</td>
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<tr>
<td>• Proper keyboarding technique</td>
<td>• PowerPoint basics</td>
</tr>
<tr>
<td>• Development of speed and accuracy</td>
<td>• Excel basics</td>
</tr>
</tbody>
</table>

Weebly

• Building of an ePortfolio
• Showcase work
• Self-regulated learning
• Blogging

Technology

• Email basics
• Gmail
• Internet Basics
• Computer Basics
• Basic Computer Skills
• Internet Safety

Classroom Expectations

1. Come to class prepared to learn and be in your assigned seat when the bell rings.

2. Treat every individual in the classroom with dignity and respect.

3. Cell phones must be powered off and placed in the phone box holder at the start of the class.

4. Absolutely NO eating or drinking at the workstations. No containers without lids (i.e., pop-top cans) are allowed in the room.

5. All school rules as outlined in your student handbook will be enforced and all computer usage policies should be followed.

6. Permission to leave the room will only be granted with a planner.

7. Remain in your seat until the bell rings.

8. Cheating and plagiarism will not be tolerated. Everyone is capable of doing their own work. Anyone caught cheating will receive a 0 grade.

9. Stay on task and use your time wisely so you don’t fall behind.
Grading & Assignments

- Regular class attendance and participation are required and necessary for your success in the class.
- You are responsible for completing work missed because of an absence(s).
- Late work will result in a grade lower than an A.
- MISTAR grade book will be used for this course and grades will be updated within a few days of all completed work. Parents and students are asked to check this frequently and contact me if you think there are any discrepancies.
- All assignments will be displayed on my Weebly website. The website is accessible outside the classroom. Please use this online tool as a reference for any days missed due to absence.

Grades for the semester will be based on points earned on assignments, homework, quizzes/tests and participation as well as a final examination given at the end of the semester. Grades are cumulative (do not restart each quarter) and are based on the following standard grading scale:

<table>
<thead>
<tr>
<th>Total Percentage</th>
<th>Grade</th>
<th>Total Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0 – 93.0</td>
<td>A</td>
<td>76.9 – 73.0</td>
<td>C</td>
</tr>
<tr>
<td>92.9 – 90.0</td>
<td>A-</td>
<td>72.9 – 70.0</td>
<td>C-</td>
</tr>
<tr>
<td>89.9 – 87.0</td>
<td>B+</td>
<td>69.9 – 67.0</td>
<td>D+</td>
</tr>
<tr>
<td>86.9 – 83.0</td>
<td>B</td>
<td>66.9 – 63.0</td>
<td>D</td>
</tr>
<tr>
<td>82.9 – 80.0</td>
<td>B-</td>
<td>62.9 – 60.0</td>
<td>D-</td>
</tr>
<tr>
<td>79.9 – 77.0</td>
<td>C+</td>
<td>59.9 and lower</td>
<td>E</td>
</tr>
</tbody>
</table>

Dearborn Public Schools accept a parent’s assertion that he or she needs language assistance without requiring additional corroboration.

For free help with understanding the content of this document, please call the Student Services office 827-3005 for translation/interpretation assistance.

Arabic

تأخذ مدارس ديربان على توفير خدمات الترجمة دون أي طريقة للمطالعة على هذه الخدمة إلا طالب وهم هذه الإشارة.

French

Les écoles de Dearborn vous offrent le service de traduction sans aucune condition. Si vous souhaitez avoir le service gratuit pour comprendre le contenu de ce document, prière d’appeler le bureau de Services aux Étudiants 827-3005.

Spanish

Las escuelas de Dearborn aceptan la afirmación de un padre que él o ella necesita ayuda con el idioma sin necesidad de corroboración adicional. Para obtener ayuda gratuita con la comprensión del contenido de este documento, llame a la oficina de Servicios de los Estudiantes 827-3005 para recibir asistencia de traducción/interpretación.

Please read, sign, and return this portion only (cut at the dashed line) and return to Ms. Yahya. Thank you.

I have read the requirements, grading policy, and rules/conduct/consequences of unacceptable behaviors for this class as well as, the school-wide policies. I understand what I read and will conduct myself accordingly. I am aware that in order to pass this class, I must attend daily, be an active participant in All activities, be an active learner, complete All assignments, and bring All necessary materials (pen, paper, etc). If I do not understand any assignment and/or lecture given, I will ask for help. I know the grade I receive is the grade I have earned. I will take full responsibility for my actions.

_________________________  ____________  ______________________
Student Name                       Student Signature                      Date

_________________________
Student’s Email

_________________________  ______________________
Parent/Guardian Name              Parent/Guardian Signature                      Date

_________________________
Parent’s Home Phone

_________________________
Parent’s Cell Phone