

# 8th Computer Applications I

Drexel R-IV School

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**Course Description:** This course will provide an opportunity for students to develop basic skills in spreadsheet management, presentation management, and graphics, as well as other practical office skills such as using written and oral communication skills.

**Teaching Strategies:** Lecture, discussion, group work, individual and group activities, and business situations. All assignments will be posted in Google Classroom.

## **Classroom Expectations:**

- Be prepared for class. (Bring required materials to class & show up on time.)
- Complete assignments correctly, accurately, and on time. ALWAYS do your best work.
- Use computers properly and ethically.
- Maintain a positive attitude! Everyone will be successful in this class.

## **Classroom Rules:**

1. When the teacher speaks, you listen
2. Be respectful to teacher, self, and others
3. Use good manners
4. DO NOT use inappropriate language

## **Consequences:**

1. Warning
2. After school detention
3. Call to parent
4. Office referral

**Supplies:** Drexel Google account login, pen or pencil

## **Grading Scales:**

A = 100-95	B = 86-83	C = 76-73	D = 66-63
A- = 94-90	B- = 82-80	C- = 72-70	D- = 62-60
B+ = 89-87	C+ = 79-77	D+ = 69-67	F = 59-Below

Your grade will be based on total points accumulated for the grading period. These points can be earned through daily grades for participation, portfolio notebook, worksheets, class work/homework, quizzes, tests and projects. Grades will be up-to-date every Monday morning and posted on the Tyler SIS Parent Portal.

### **Late Work/Incomplete Assignments:**

Students are encouraged to come in to make-up work and for additional assistance. If a student is struggling with the material or needs additional time to complete a project, the teacher may assign the student to Mandatory Extra Learning Opportunity (MELO). The teacher will work with the student and parents for a convenient time. Students with missing assignments or incomplete projects will be assigned to a week of Private Dining the following week. Private Dining is a “working lunch,” made up of the 52 minute period through lunch and Cat Time. Once assigned to Private Dining, the student will remain there for the entire week.

### **Make-up Work:**

The student handbook policy will be followed for makeup work on daily assignments. Students are responsible for all makeup work and should make arrangements the day they return to class. One class day for make-up will be allowed for each class day missed. For extended circumstances, please call or email the instructor to make arrangements.

### **Electronic Device Policy:**

All e-devices shall be in off or silent mode and stored during class time. E-devices may only be taken out and used at teacher discretion for either instructional purposes or for listening to music during independent work.

## **Computer Lab Rules**

- Students must have a signed Internet Use Agreement on file with the school.
- Do not visit unacceptable Internet web sites.
- Do not visit any public chat rooms.
- Do not download programs or plug-ins for the computer. No games can be downloaded!
- Do not download sound files to the hard drive.
- Do not modify any setting on the computer. This includes printer settings, screensavers, desktop wallpaper, and desktop icons.
- If your computer freezes or does something unusual, notify the teacher immediately.
- Before listening to music you must have permission. No music video sites will be allowed. When you listen to music you can listen through your own personal device.
  - No Pandora, Spotify, You-Tube, ETC...
- ABSOLUTELY NO HUDL VIEWING
- No food or drinks are allowed around computers.