Computer Applications II

Drexel R-IV School
Holly Bennett
816-619-2287 ext. 4106
hbennett@drexelbobcats.net

Course Description: This course is designed to provide the learner with some of the skills that are necessary to operate a computer in the home, office, or the college classroom. We will cover advanced Microsoft Word, Excel, PowerPoint and Access skills. Microsoft Publisher will also be introduced and used throughout the year.

Teaching Strategies: Lecture, discussion, reading assignments, individual and group projects. All assignments will be posted in Google Classroom.

Expectations:
- Respect of the equipment and materials utilized in the classroom.
- Be prepared for class. (Bring required materials to class & show up on time.)
- Complete assignments correctly, accurately, and on time. Late work policy will be followed.
- Follow computer rules.
- Maintain a positive attitude! Everyone will be successful in this classroom.

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 and 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, 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.

MELO/PRIVATE DINING:
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.

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.
   o No Pandora, Spotify, You-Tube, ETC…

➢ ABSOLUTELY NO HUDL VIEWING

➢ No food or drinks are allowed around computers.