

Computer Tools Journal

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Classroom Rules and Procedures

Contents

Classroom Procedures	1
What to bring to class	1
What NOT to bring to class	1
Attendance	1
Tardies	1
Class Instruction	1
Grading	2
Grading Standards	2
Participation Points	2
Assignments	2
Academic Honesty	2

Upcoming Events!

- ◆ MovieMaker
- ◆ Boolean Logic
- ◆ Spirit Shop
Promo Flyers
- ◆ Web Page Design
- ◆ Keyboarding
Tournament
- ◆ Excel - Functions
& Charts

What to bring...

Each day you should bring a pen or pencil and a 3 ring binder to class. The binder should have at least 8 dividers. If you fail to bring these materials to class each day it will negatively affect your conduct/participation grade.

What NOT to bring...

Please do **NOT** bring drinks or food of any kind into the classroom. Also, hats, coats and cell phones are not allowed in the classroom. Please leave these items in your locker. I-Pods can be used on teacher's discretion **only**. If you fail to adhere to this request, it will cost you a tardy and/or 5 points against your conduct grade.

Attendance

It is important for you to be in class every day to improve your computer skills. If you are absent it is **YOUR** responsibility to make arrangements to make up your work. I will give you a pass to come to the lab during study hall or lunch. There are computer stations in the AV area in the resource center where you can make up your work during the day or evening. A business computer lab will be open 20 minutes before 1st period as well. If you are truant you receive no credit.

Tardies

In this class you are considered tardy if you are **not in the classroom and in our seat** when the bell rings. Your computer should be turned on and logged in at the sound of the bell.

Class Procedures

- ✿ Be in your seat and logged into the computer when the tardy bell rings
- ✿ Daily class agenda will be posted on the board each day
- ✿ Place your belongings where no one will trip over them
- ✿ With 2 minutes before the dismissal bell, you may save and close out of the program, log out, put away textbooks and make sure your work area is clean
- ✿ Stay in your seat until the bell rings

Class Instruction

- ✿ Refrain from talking while I am instructing
- ✿ Stay with my directions...do not jump ahead; concentrate on the task we are doing
- ✿ If you have a computer problem or a question, please raise your hand and I will answer your questions in order
- ✿ All class assignments are to be completed during class unless you are absent
- ✿ Be resourceful and ask questions of your neighbors as well



Microsoft Word,
Excel, FrontPage,
Publisher!!!!

*"Home computers
are being called
upon to perform
many new
functions,
including the
consumption of
homework
formerly eaten by
the dog." ~Doug
Larson*

Rules and Procedures Continued...

Grading

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

1st Quarter Grade = 40%
2nd Quarter Grade = 40%
Final Exam = 20%

Grading Standards

First Quarter

Daily Work = 50%

- Completion of daily production work assigned by instructor
- Participation (Classroom behavior, attitude, attentiveness and work ethic)

Timed Writings/Technique = 25%

- Best 3 one minute timings using the following standards
- Proper technique used daily

Grade	Speed	Errors (max)
A	40+	10
B	35-39	9
C	30-34	8
D	25-29	6

Tests/Quizzes = 25%

- Written and production assessments

Second Quarter

Daily Work = 50%

- Completion of daily production work assigned by instructor
- Participation (Classroom behavior, attitude, attentiveness and work ethic)

Timed Writings = 20%

- Best 3 three min. timings using the following standards
- Proper technique used daily

Grade	Speed	Errors (max)
A	40+	6
B	35-39	6
C	30-34	6
D	25-29	6

Tests/Quizzes = 30%

- Written and production assessments

Participation Points

Everyone will start with 50 participation points equal to an A+ in conduct - participation. You will lose these points in 5 point increments. Some examples of how you could lose points are:

- ✿ Bringing food or drinks into the classroom
- ✿ Not logging on to the computer after a reasonable amount of time after the tardy bell has rung or logging out before 2 minutes prior to the dismissal bell
- ✿ Talking while I am instructing
- ✿ Not working on the day's assignment
- ✿ Being in a software program other than the one assigned, this includes being on the Internet

Lack of participation in class, inappropriate behavior, or a poor attitude will also affect your conduct grade.

Assignments

Assignments are done in class and are due on the date provided by the instructor. Assignments will be accepted as late work after the due date and points will be deducted based on the number of days late, the type of assignment and the instructor's discretion. Any assignment not turned in within five (5) school days from the due date will become a zero.

Tests and quizzes must be made up within two (2) days of an excused absence.

Academic Honesty

It is expected that all work submitted in this class is that of the individual whose name appears on the materials. Violations of academic honesty include but are not limited to cheating, plagiarism and receiving help on quizzes and tests. A student found guilty of academic dishonesty is subject to failure of the assignment and/or failure for the course.



Student Information Sheet

The following information should be filled out and returned to me no later than Friday August 24th.

YOUR NAME (first and last) _____

HOME PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____

MOTHER'S NAME (first and last) _____

FATHER'S NAME (first and last) _____

PARENTS' EMAIL ADDRESSES _____

IF YOU HAVE A JOB PLEASE TELL ME WHERE _____

ACTIVITIES/CLUBS/SPORTS YOU ARE INVOLVED IN _____

CURRENT KNOWLEDGE AND USE OF COMPUTERS _____

WHY I TOOK THIS CLASS _____

WHAT I HOPE TO LEARN IN THIS CLASS _____

PEOPLE I AM FRIENDS WITH IN THIS CLASS _____

MY PERSONALITY TRAITS _____

BEST THING THAT HAPPENED THIS SUMMER _____

THIS SCHOOL YEAR, I AM LOOKING FORWARD TO _____

*"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires."
- William Arthur Ward.*