

Westbrook Christian School

Computer Applications

Course Outline

Students must be able to effectively use technology to research, organize, create, and evaluate information. In this introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students gain practice in using key applications such as creating and editing documents and spreadsheet software. Students will also gain an understanding of social and ethical issues around the Internet, information, and security.

Each week we will spend time working through an interactive online curriculum called LearnKey. The online curriculum is used for students to validate the skills learned throughout the week. The LearnKey curriculum is preparing students to receive a Microsoft Office Specialist Certification. The MOS certification is for those looking to demonstrate proficiency in one or more Office programs.

The Certification Exam(s) will not be required but will be strongly encouraged. The Certification does differentiate the student with competency as a proven expert in Office skills. There will be an Exam fee for each Office Product. Students will be prepared to test for the following Microsoft Office Products:

- Microsoft Word- Exam Fee will vary based on number of students testing
- Microsoft Excel - Exam Fee will vary based on number of students testing

Assignments

- ❖ All activities SHOULD be completed during class. Make sure to use class time wisely.
- ❖ All assignments will be posted on the class website.
<https://classroom.google.com>
- ❖ When absent:
 - Review class website listing for daily activities.
 - Students are responsible for making up work when absent.

Grading

Students will be responsible for completing daily work such as Journal Assignments and Classroom Assignments. Each week we will have a vocabulary quiz to validate understanding of specific terms. Projects will be assigned throughout each Office Product of Word, Excel and PowerPoint. Students will have a Comprehensive Final Project that they will work on at the end of the semester.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Supplies

- ❖ Each student will need to bring a 2GB-4GB thumb drive to class daily.
- ❖ Each student will need to bring ear buds to class daily.

Classroom Rules

1. No food or drink is allowed. Clear water bottles with tops are OK.
2. Students causing damage to technology equipment are liable for repair costs and are subject to suspension and/or expulsion.
3. Problems with a computer must be reported immediately. Students must NEVER try to fix any computer. No swapping of mice or keyboards. No movement of equipment.
4. Computer use is restricted to school related activities ONLY unless otherwise approved by the teacher. Administration reserves the right to review files and network communications. Violations can get a student expelled.
5. Students are required to use the school provided email accounts at school. This email account is also accessible from home. Other Internet email (gmail, yahoo, etc.) should not be accessed.
6. Your login information is confidential. Never share your login with anyone. Doing so could result in loss of your computer privileges.
7. Students are not allowed to install or download ANYTHING to the computer.
8. No storing of personal files including music or pictures in your school server folder.
9. Do not alter desktop applications (brightness of screen, size and position of desktop icons, etc).
10. Save and close all work and log off before you leave. Failure to do this may result in you losing all of your files and/or your account being compromised.
11. Computer areas should be clean and your chair pushed into position before leaving.
12. Do not talk during instruction time. Side conversations are very disrespectful and distracting to other students. If you have a question, raise your hand and ask it! Otherwise, I might not know until the test that you didn't understand something. There are no stupid questions, and chances are, if you are wondering about it, someone else in the class is to. Be proactive about your learning and don't be afraid to ask for help. If you feel

most comfortable waiting until after class, that is okay, too, but do keep communication open between us.

13. Cell Phones should be **invisible** during the class period. Your cell phone will be placed in my door hanger as soon as you walk into class. If I see or hear your phone it will be taken away. Refusal to turn over the cell phone will be treated as insubordinate behavior.
14. Hall Passes- Each student will get 2 hall passes at the beginning of each 9 week period. Use your hall passes wisely. When you are out, **YOUR OUT!**

Classroom Expectations

1. Use polite and appropriate language. Offensive, derogatory, and profane terms are not tolerated. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted. Remember, if you don't have something nice to say, don't say it at all!
2. Arrive to class on time & ready to learn. When the bell rings, you need to be sitting in your assigned seat. You should immediately begin on the journal entry.
3. Do not cheat, plagiarize, or copy work. Cheating is completely unacceptable. If I see you cheating on any assignment, I will give you a zero and report the incident to administration and your parents.
4. Always bring your thumb drive and ear buds to class.