# Welcome to Computer Applications

*Dear Students and Parents,*

*Welcome to Computer Applications. I feel very fortunate and excited to be working with you and your student and look forward to all of the opportunities this year will hold. I would also like to take this opportunity for you to become aware of our classroom curriculum, procedures, and expectations so that we have a mutual understanding of what is to be expected from your son or daughter.*

*Computer Applications is the foundational course in which all other computers courses are based on. To move on to any of the upper level computer courses, students must make a “C” average or better in Computer Applications. Over the course of this semester, students will be assigned hands-on, in-depth assignments to strengthen their typing skills and learn the Microsoft Office Software Suite. Please look over your student’s assignments regularly and discuss assignments with your student.*

*Please know that the lines of communication are always open. Please do not hesitate to email me with questions, as well as sign up for our Remind 101 updates for information regarding our class.*

*Mary Beth Allen☺*

## Curriculum

Computer Applications Syllabus



Important Information at a Glance:

Email:

marybeth.allen@sumnerschools.org

Please allow 24-48 hours for response



Page 1:

Welcome Back!

Curriculum:

 A description of the curriculum is presented as well as the reasoning by the presentation of it.

Page 2:

Information & Supplies-

An overview of where to find important school information and materials needed. Additional explanations of some new class procedures will also be included

Page 3:

Grading & Expectations :

A breakdown of grading as well as what is to be expected from your son or daughter

Page 4:

Classroom Procedures and **Parent Signature**

Computer Applications is a foundational course intended to teach students the computing fundamentals and concepts involved in the proficient use of common application software. Upon completion of this course, students will gain basicproficiency in typing, word processing, spreadsheets,databases, and presentations. In addition, students will have engaged in key critical thinking skills and will have practiced ethical and appropriate behavior required for the responsible use of technology.

This course will utilizejournal topics, lecture, demonstrations, hands-on-activities, web searches, projects, reading in the content area, group discussion, written and oral presentations, and Socratic seminar to teach material.

**Ms. Allen**

**Room #603**

### Fall 2015

Inside this issue:

## Materials

## FBLA

The following materials are required for this class, will keep you organized, and will make all your lives much easier!! **Please make sure to have these materials with you in class on a daily basis:**

* **Notebook paper**
* **Writing Utensil (Pencil or Black or Blue Ink Only)**
* **Few additional project materials may be required throughout the semester, but most materials are provided by the teacher.**
* **Flash Drive- optional, but your student may want one to save their work to take home and complete on a home computer.**
* **$15 Class Fee (This was not part of the $50 paid on One Stop Night)**

According to the State of Tennessee Standards and Profiles, Future Business Leaders of America is the Career and Technical Student Organization that aligns with this business class. Students who join FBLA have the opportunity to expand their knowledge of the business world by working in the Java Junction coffee shop, attending leadership field trips, and competing with FBLA. Please see Ms. Keith, Mr. Smart, or any FBLA officer for more information on becoming a member.

 FBLA Dues are $15.Membership is optional, but highly encouraged!

FBLA looks great on a college resume or job application. For more information on FBLA, visit www.fbla.org

It is my desire to have open communication with you and to keep you informed of your child’s progress, as well as answer any questions your children may have via email. Since this often requires many additional hours following the conclusion of the school day, please allow me 24 to 48 hours to respond.

**Check our Class Website often for updates: phsmarketing-allen.weebly.com.**

**In addition, parents and students can sign up for Remind 101 class updates. I use the Remind 101 system to send out text reminders about assignments and tests. Instructions for signing up for the text reminders are included in the syllabus.**

## Lab Hours

The majority of the work assigned in Computer Applications is done on the computers in the classroom. If your student does not have access to a computer at home, he or she can make arrangements to come to school early or stay late to work on assignments.

Lab Hours:

Monday-Thursday :

 Before school: 7:30 a.m.-8:00 a.m.

After school: 3:00-4:00 p.m.

\*\*Please note that not having a computer at home will not be accepted as an excuse for late assignments because computer usage opportunities have been provided.

## What Can Parents Do to Help?

## Computer Apps Course Pathway

## Expectations

## Late & Missing Work Policy

## Grading

**Grading Scale:**

**A = 93 - 100**

**B = 85 – 92**

**C = 75 – 84**

**D = 74 – 70**

**F = 69 and below**

\*\*All grades for this course are recorded using a points possible system. You should do your best work on all assignments! Grades will consist of in class assignments, article summaries, quizzes, tests, timed writings, projects, and a final exam.

We need to work together (parents, teachers, and students) to help our student’s achieve their full potential. Parents and students are able to access the iNow grading portal site 24 hours a day, to view their current grades and any missing assignments that they might have.

After taking and passing Computer Applications your student can enroll in:

* Advanced Computer Applications
* Business Communications (Must pass Computer Apps and Advanced Computer Apps to enroll)
* Yearbook (Applications taken in Spring Semester for the next school year. Applications are reviewed and staff is chosen by Yearbook Advisor.)

Due to the implementation of more project-based and cooperative learning, it is imperative that students are present and active within the classroom setting. This means that it will be quite difficult for students to complete assignments at a later time. Therefore, students may make up any EXCUSED absent work for full credit if it is turned in within **3 days** of returning to school. Students will have **until the Friday of the week it is assigned to turn in any late, missing, absent, or incomplete work for PARTIAL credit**. After that time, the work will be counted as a **ZERO** and **will not be accepted**.

Late projects will lose 10 points for every day that they are late! **If you are absent you will suffer the same penalty! NO EXCEPTIONS!**

* **Be prompt**
* Be ready to learn and **in your seat** when the bell rings.
* **Show Respect**
* Have ALL materials with you and know due dates.
* Value yourself
* Treat all members of the school community and visitors with politeness and respect
* Be honest and ethical
* Honor the ideas of others and their opinions
* **Be productive**
* Turn in work on time, and always do your best.
* **Listen attentively to the instructions**
* **Work on assigned tasks in class.**
* **Complete outside reading assignments and homework as assigned.**
* **Participate in class discussions, group activities, etc.**
* **Clean up around you**
* You are dismissed by the TEACHER, not the bell!
* **No food, drinks, or GUM is allowed! (Water is the EXCEPTION!)**
* **FOLLOW ALL SUMNER COUNTY AND SCHOOL POLICIES.**
* **No electronic devices (cell phones, IPODS, gaming devices, etc.) This also applies to charging electronic devices.**
* If seen, they will be taken up and given to Mr. Woods!

 **Consequences will follow inappropriate behavior.**

The consequences depend upon the severity and the number of repeated offenses.