Policy for Accountability – Computer Applications

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The mission of Portage Northern High School is to engage our community, inspire all learners to achieve success, and develop a foundation for lifelong learning in a global society.

Course Description

This course is recommended for ALL high school students! Using technology is an essential skill for home, college and work applications! Employers tell us using Microsoft Office is imperative! Students will utilize Word, Excel, and PowerPoint, in addition to Internet resources and apps. Students will create PowerPoint presentations, Excel spreadsheets and business documents using Word. This course prepares students to format and design work that is used in the home, school and office environments. An online textbook is utilized which will guide the students' comprehension of the material in a step-by-step instructional format. Once students master the applications, creative projects will be given to test the students' understanding of the software applications. Online quizzes will be taken by the student and scores are sent to the instructor. ***This course earns .5 Visual Performing Arts credit.***

Goal/Purpose of the Course

The ultimate goal of the course is to enable students to be self-motivated learners and to show mastery of utilizing Microsoft Office programs to complete assignments and projects. Students are accustomed to using computers on a daily basis; but do they really know how to use all the tools and short-cuts available?

Students will master the lessons and demonstrate they can utilize the software applications to create a finished professional product. The computer skills used in Microsoft Office 2010/Google Drive will be transferable to the college setting and workplace experience. There is no business or educational setting that is untouched by computers!

While working at their own pace, students must choose proper strategies (organization, time management, self-motivation) for completing assignments and projects.

Objectives
*Demonstrate skills and knowledge through completing lessons in Microsoft Word, Excel, PowerPoint, Google, and Internet applications.

*Follow step-by-step instructions to successfully create an error-free, finished product.

*Repeat applications independently to create projects and presentations.

*Demonstrate proper technique strategies (correct posture, computer care, etc.).

*Develop self-motivational skills, as lessons are student-centered and require student focus and self-discipline.

Course Requirements
***Accountability**—You are responsible for your own actions. Attitude is everything; it will greatly affect your experience as a student at Portage Northern and in my classroom.

***Computer Care –** You must at all times handle the hardware carefully. You are responsible for keeping your station clean. Points will be deducted on a daily basis if this requirement is not met. If you notice any damage to the computer you must report this information BEFORE you start your work for the day to keep your name in the clear! THESE ARE NEW COMPUTERS!

***Organization** - Come prepared with all necessary materials. Keep papers organized in your folder.
*Please know that printing your assignment does not mean that it is turned in! You must take it **off the printer** and turn it into the basket! Your **name should be typed** on each paper.

*You will be instructed how to organize your computer files in specifically labeled computer folders. Please keep up with organizing files during each unit. Folders needed, **Computer Applications** / PowerPoint / Excel / Word / Projects

***Absences**—see student planner. You must have an admit slip when you come to class.

***Missed Work**—It is your responsibility to open class instructions daily. Upon your return, you must continue work where you left off. You have one day for each day absent to make up work. Refer to the agenda for previous days' lessons/activities.

Evaluation/Assessment of Student Performance

***General Expectations**—All work is to be completed in a timely manner. Daily assignments have flexible due dates, as each student will work at his/her own pace, but you must work consistently so as to not "fall behind". Time in class will be used for *Computer Applications* work only! If you finish your work early, there are extra, special projects that you can work on for other teachers in the building and/or local business professionals!

***Grading**— Each completed lesson is worth 10-20 points (participation). Projects are worth 25-50 points. Weekly quizzes will be taken online for 10 points each. The grade is assessed by taking the total points earned divided by the total points possible. Many projects must be saved in the student's U:drive to receive a grade. Save often and properly!

***Cheating**—This is a serious offense and cheating will not be tolerated. All those participating in a cheating offense will receive zero credit for the assignment.

***Grading Scale**—See grading policy pages in the student planner. I advise you and your parents/guardians to monitor your grade by utilizing the *Skyward*. I consistently update grades. You may also ask me to see your grade during class at a convenient time.

Reminders

*The bell will signal class dismissal. There is no waiting by the door.

*Chairs are for sitting. **Do not lean/stand/spin/scoot in the chairs**. Please do not sit on the desks.

*The computers must be handled carefully and restarted each day. Please report any damage you see by your station *before* you start class. Using the Internet without permission will result in disciplinary action (see Internet Usage form).

*There is no food or drink allowed except for water (do not leave on desk by computer).

*Keep the room clean! Pick up papers, pencils, etc. off of the desk and floor before you leave.

*Abide by the PNHS cell phone policy. If it's used during non-educational use time, I will turn it into the office. **NO TEXTING!**

*Smile often! Laugh often! Share your ideas in a professional manner! Make suggestions politely! Help your fellow classmate! Strive to do *your* best! Say please and thank you! Have fun!

Dear Student, Parent(s), Guardian(s)

We are going to have a great year! Learning will be fun and please know you will be working in a productive, enjoyable, safe environment! Thank you for reviewing this policy. I appreciate your support in helping your student be successful. Please be sure to review and sign the attached Commitment to Communication form.