

CLASS RULES

- There are 3 rules to follow in this class:
 - *Be Ready*: Being ready means being on time to class. It also means bringing the required materials to class (pen/pencil, text book, notebook, etc.)
 - Part of being ready is using the restroom at appropriate times. Because a student asking to leave the room in the middle of class creates a disruption to others, each student will only be allowed **3 bathroom/drink passes per semester**. These passes can be used or saved and turned in at the end of the semester for extra credit.
 - Students without passes that need to leave the room at inappropriate times will be referred to the office.
 - *Be Respectful*: Show respect to everyone and everything! Being respectful means that you are not talking, reading, using your cell phone, or doing other homework while someone else is speaking.
 - *Be Responsible*: You are responsible for yourself and your actions.
- The rules and discipline policy as described in the student handbook also apply. Please be familiar with the handbook!

CELL PHONES/HEADPHONES

- Cell phones and headphones should be kept away during instruction, class discussions, and group activities. **This will be strictly enforced**. Violations of this rule will result in a discipline referral, which could result in a student having to turn in his or her phone to the office at the start of the school day.

CLASS MATERIALS

- Every student is encouraged to have a folder with loose-leaf paper in it that is devoted to this class. Assignments and notes should be kept in this folder.
- Students should purchase pens, pencils, colored pencils or markers, and several sheets of poster board. These materials will be used throughout the semester.

CLASS PROCEDURE

- Upon entering the classroom, you should look at the SmartBoard to find out what the day's agenda is. If a Chromebook is needed, please get yourself signed in.
- All assignments are posted on the class website.
- Extra handouts/worksheets are kept in the black bins on the counter.

CLASS WEBSITE

- All of the assignments and upcoming assignments are listed on the class website. Extra credit opportunities are also listed on the website. Here is the address:
 - <http://hartatready.weebly.com>
- On the class webpage, you will find links to Google Classroom, which will be utilized extensively throughout the semester.

TEXT

- *Learn by Doing: Google Applications* (B.E. Publishing, 2017)
- Various other handouts/readings will be assigned throughout the course.

TYPING CLUB

- Part of the course curriculum is keyboarding. A portion of most class periods will be devoted to learning and improving upon keyboarding skills using the *Typing Club* online application.
- A portion of each student's grade will be based upon the time spent using the *Typing Club*. For example, if the class spent 500 minutes on *Typing Club* during the semester and you have only spent 400 minutes, you would earn an 80% for the *Typing Club* portion of your grade.
- Students who are absent can make up their missed *Typing Club* time outside of class. The *Typing Club* is accessible from home.

GRADING

- Grading will occur on a variety of assignments including participation with the in-class keyboarding program, quizzes, presentations, and computer-based projects.
- If you have a question concerning your grade, please ask during an appropriate time—not in the middle of class.
- The grading scale is as follows:
 - 100%-90%: A
 - 89%-80%: B
 - 79%-70%: C
 - 69%-60%: D
 - 59%-0%: F
- The final grade for this course will be determined as follows:
 - 1st Quarter Grade → 50%
 - 2nd Quarter Grade → 50%
- Each quarter will be worth approximately 450-550 points.

LATE WORK

- Assignments are due on the announced dates, and are subject to penalty if turned in after the due date.
- No assignment will be accepted after the test and/or final unit project.

MAKEUP WORK

- For regular daily assignments (other than essays or projects), you have as many days to make up the work as you have been “excused” for your absence.
- For assignments that cannot go home, you will have to make arrangements to makeup the assignment (or test) before school, after school, or during lunch. Because most assignments will be done using a computer, if you do not have computer access at home, you will need to arrange time outside of class to make up assignments that you have missed.
- I will **not** pursue your makeup work. It is your responsibility to find out what you have missed in class and to find out what the day's assignment was. Assignments are posted on the class Google Classroom page.
- Do not interrupt class to find out what you have missed. You may ask about makeup work before school, after school, or when class is finished.
- The number one reason a student does poorly in class is failure to makeup their work. Do not neglect your responsibilities if you must be absent!

COURSE DESCRIPTION

- This semester long course will provide students a foundation in using basic computer applications. Students will improve their keyboarding skills as well as learn how to use Google Docs, Slides, Sheets, Forms, Drawings, and Sites. Students will complete numerous projects, which will require them to demonstrate the computer skills that they have learned throughout the course.
 - Unit 1: Intro to Computers, Windows, and Email
 - Unit 2: Google Docs
 - Unit 3: Google Slides
 - Unit 4: Google Sheets
 - Unit 5: Google Forms
 - Unit 6: Google Drawings
 - Unit 7: Google Sites
 - Unit 8: Computer Ethics

I have read this syllabus and I understand the course policies and expectations for this course.

Student's Signature

I have read this syllabus and I understand the course policies and expectations for Mr. Hart's Computer Applications course.

Parent's or Guardian's Signature