

Computer Applications with Keyboarding - Mrs. Rae Danielson
CLASS EXPECTATIONS AND DISCIPLINE PLAN

- ATTENDANCE:** Must be present at least 55 minutes to be counted present.
- TARDIES:** I track tardies! If the student is late to class, I will follow the school handbook for consequences.
- ASSIGNED WORK:** There is a 5-day extension for any assignment not turned in on time. During this time, there is no penalty for late work. After 5 days, no credit is given.
- MAKE UP WORK:** If a student misses a day, he/she must arrange to make up the work missed. Do NOT count on making it up in class - please plan to put in extra time before or after school to catch up.

CLASSROOM BEHAVIOR RULES:

- BE RESPECTFUL to the teacher and classmates.
- BE PREPARED: Bring paper, class notebook and pen or pencil to class every day.
- BE ON TIME: Come to class on time with a good attitude to learn.
- BE RESPONSIBLE. You are responsible for any damage you do to equipment, for operating equipment safely and for not surfing to **non-approved** internet sites.
- LISTEN. Follow directions the first time they are given.

DISCIPLINE PLAN: Choosing to disobey a rule or cause a disturbance results in the following:

- 1st Offense - Verbal warning
- 2nd Offense - Parent will be contacted & written warning
- 3rd Offense - Teacher Detention - 30 minutes before or after school & parent notification
- 4th Offense -Principal Referral & parent contact

GRADING SCALE: Lesson/Unit Summaries count three times, Tests count twice and Daily work and Timed Writings count once.

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I have read and understand Mrs. Danielson's CLASS EXPECTATION AND DISCIPLINE PLAN and the Dorman High School Network Code of Conduct.

STUDENT NAME & SIGNATURE _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

Parent (s) email address: _____

(The best means of communication for me is to e-mail!)

Course Syllabus: Computer Applications with Keyboarding

1. Keyboard Mastery (Unit Summary)
2. (AES) Introduction to IT Center 21: (Test and Lesson Summary)
3. (AES) Microsoft Office Basics: (Test and Lesson Summary)
4. (AES) Introduction to the Internet (Test and Lesson Summary)
5. (AES) Introduction to Computers (Test and Lesson Summary)
6. (AES) Ethics (Test and Lesson Summary)
7. (AES) Web Research (Test and Lesson Summary)
8. Word Processing: Flyers, Letters, Reports, Tables, Resumes (Unit Summary, several Daily assignments and Test)
9. Excel: Spreadsheets, Charting (Unit Summary, several Daily assignments and Test)
10. Access: Databases (Unit Summary, several Daily assignments and Test)
11. PowerPoint: Presentations (Unit Summary, several Daily assignments and Test)
12. Special Project (if time permits)
13. Final Exam Preparation (Exam counts 10%)