Elective: Computer Literacy

Syllabus, Rules, Procedures and Expectations

Vikkie's Classroom

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2010 - 2011

Course Topics

- **Creating a student website/Portfolio**
- **MS Publisher**
- **MS Powerpoint**
- **Internet Safety & Ethics**
- **Understanding Hardware and Software Specs**
- **Future of Computing Technology**
- **Computer Technology in The Workplace**

Course Goals

In order for a student to graduate with NV H.S. diploma they must successfully earn 0.5 credits in a computer literacy course. This course will fulfill that requirement. However, whether it is a requirement to graduate high school all students need to become computer literate in our society. All work fields(blue collar or white collar) require their workers to be technologically literate. Computers and technology are a part of the way we socialize and work in our society. Computers can be found at all levels within the work force. For students to be able to gain successful employment they must have a solid base in computing. Today's high school students use computers as a tool for socialization, relaxation and entertainment but still need to learn how to use them for a better quality of life and to earn living wages. This course aims to bridge the gap between they already know and what they still need to learn in order to become successful in the workforce.

Daily Expectations

- Copy agenda
- Daily typing practice (first 20 minutes of class)
- Participate in lectures
- Keep organized notes
- Complete assignments and projects in a timely manner.
- Participate in group projects and class activities.
- Be on time and prepared to learn.
- Be an active participate in your education.

Classroom Rules

- **Food is only allowed in designated areas outside the classroom.**

- **Water in a clear capped container is allowed except near computers.**

- **Gum is not allowed in the class and must be disposed of before entering.**

- **Cell phones are turned off and are out of sight during class at all times. They will be confiscated per RCCHS policy.**

- **Earphones and music players are not allowed at any time will the teacher is lecturing. BOTH earbuds must be out. If your phone is your mp3 player it is never allowed.**

Using The Pass

- All students need to ask before leaving the room and taking the pass.

- Each student must sign out on the clipboard by the door before leaving the room.

- Write clearly.

- Each student must take the classroom pass with them and return it to its place upon returning.

- Students can only leave the classroom once during the period and for no more then a few minutes.

- If a student consistently asks to leave the room on a daily basis they will be referred to the Deans.

- Students may not use the pass to go into another classroom or visit with other students.

- You may only go to the destination you signed out for if you need to go somewhere else you must return and sign out again.

When entering the class...

- **Get your folder.**

- **Copy the agenda**

- **Begin typing practice**

- **Prepare a CLEAN page in your notebook for notes.**

- **If you have missed any work it is your responsibility to find and get the work.**

Seat Assignments

- **For the 1st week students may select their own seat.**

- **Seats will be assigned as of the 2nd week.**

- **Students are to take their assigned seats after retrieving their folder and notebook from the filing cabinet.**

- **If there is a problem with a seating assignment speak with the instructor in private (preferably after school).**

Notebook Page Set up

Each page must be set up as follow:

- Warm-ups and agendas are on clean pages and are not to be placed on the same page as notes or work.

- Each page must have the date in the upper right hand corner and the titles of the assignment/activity at the top and at the center of the page.

- Each assignment and activity is to be done on a clean page.

- Write clearly and neatly please.

- Work that does not meet the above criteria will not be graded.

Notebook Page Example

Date
Upper right hand corner for every assignment and clean page.

Assignment Title
In the center of the page for every assignment.

PUT YOUR NAME AT THE TOP OF EVERY PAGE YOU TURN IN

PAPERS TURNED IN WITHOUT THIS WILL NOT BE GRADED

31 August 2009

Warm-Up1

Folders & Notebooks

• Folders & Notebook covers are to be kept graffiti and tagging free

• Notebooks will be re-used/recycled if they have not been filled-up

• Work that has been doodled on or tagged on will not be graded

• Work that is not legible will not be graded

• You are responsible for keeping your work together in your folder

• You are responsible for keeping your work clean and organized

• You are responsible for keeping your work doodle & tag free

• You are responsible for titling and dating your notes correctly

• Work that is not labeled clearly will not be graded

Homework Policy

- Generally there will be no work assigned that is to be taken home
- HOWEVER: If you do not finish your work in class during the time allotted you are required to take work home so that it will be finished by the time it is due.
- There will be little to no make-up days scheduled into class time during the semester
- It is each students responsibility to make sure their work is completed in time to be graded.
- If you need more time or assistance to complete and assignment it is your responsibility to let me know
- Ample time will be planned for each assignment so that work may be completed in class with assistance from the teacher.

Daily Points

- **Agenda**   **10**
- **Daily Participation**   **10**
- **Daily typing**   **20**
- **Notes**   **30 to 50**
- **Projects**   **100 to 200**
- **Worksheets**   **30 to 100**
- **Quizzes**   **20 to 30**
- **Exams/tests**   **100 to 150**
- **Extra Credit**   **10 to 20**

Grading System

- **RCCHS will no longer use No Marks (NM) when a student does not pass a course.**
- **100% - 95% = A**
- **94% - 90% = A-**
- **89% - 85% = B**
- **84% - 80% = B-**
- **79% - 75% = C**
- **74% - 70% = C-**
- **69% - 65% = D (Previously NM)**
- **64% - 60% = D- (Previously NM)**
- **59% - Below = F (Previously NM)**

Class Web Page & Contact Info.

- http://vikkiesclassroom.weebly.com/elective-computer-literacy.html

- Email: victoria@rainshadowcchs.org

- School Number: 775-322-5566

Tentative Plan

Week / Dates	Tuesday	Thursday
1) 8/3, 9/2	Course Introduction	Weebly & Email
2) 9/7, 9/9	Weebly & Email	What do you know? What do you want to know?
3) 9/14, 9/16	Safety & Ethics	Plagiarism
4) 9/21, 9/23	Guest Speaker: Internet Safety	Key Computer Concepts
5) 9/28, 9/30	Weebly	**Prof. Development: No School**
6) 10/5, 10/7	Key Computer Concepts	Key Computer Concepts
7) 10/12, 10/14	Key Computer Concepts	Key Computer Concepts
8) 10/19, 10/21	MS Publisher	MS Publisher
9) 10/26, 10/28	Publisher Project	Publisher Project
10) 11/2, 11/4	Publisher Project	Publisher Project
11) 11/9, 11/11	Weebly	**Veteran's Day: No School**
12) 11/16, 11/18	MS Powerpoint	MS Powerpoint
13) 11/23, 11/25	PPT Project	**Thanksgiving Day: No School**
14) 11/30, 12/2	PPT Project	PPT Project
15) 12/7, 12/9	MS Word	MS Word
16) 12/14, 12/16	Student Selected	Student Selected
17) 1/4, 1/6	Student Selected	Student Selected
18) 1/11, 1/13	Student Selected	Student Selected
19) 1/18, 1/20	Semester Weebly Portfolio Completion	Semester Weebly Portfolio Completion