

Computer Operations Class Expectations/Grading Policy

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Overview:

Welcome to Mr. C's Computer Operations class. This course covers the basic computer concepts including Internet use, word processing, database systems, spreadsheet template construction and uses, presentation software and home page building. This course is articulated with Ohlone College and students may earn Ohlone credit. A lab donation will be requested. This course meets the computer literacy requirement beginning with the class of 2007. Please review the following rules for my classroom with your parents, and have your parents sign the bottom portion of this handout for you to return.

Classroom Expectations:

- Everyone is expected to be respectful of other students in this classroom as well as the teacher.
- Please be on time, in your seat, and begin working on your warm-up when the bell rings. Detention will be given to students who are not in their seat working when the bell rings.
- Please stay in your seat until the bell to dismiss you rings.
- Please observe all school policies and rules in the classroom.

Consequences: The following actions may be taken upon failure to follow classroom rules.

1. Students will be asked to move to different seats in the room.
2. Student(s) will be taken outside of the classroom and given a verbal warning / detention will be given to the student(s).
3. Parents will be notified by the teacher / a referral will be given to the student.

Absences:

- Students who are absent must get notes from another student who was in class.
- Homework may not be made up if a student is absent.
- For excused absences only, quizzes may be made up by meeting with the instructor at a designated time so the instructor can check for student understanding of material covered on the quiz.
- A student may schedule a time for a makeup test with the instructor if the original test has been missed. Makeup tests are generally more difficult than the in-class test. Tests may not be made up during class time.

GRADING:

Percentage Breakdown:

- | | |
|-----------------------|------------|
| • Projects/Quizzes | 100% |
| • <u>Extra Credit</u> | <u>10%</u> |
| • TOTAL: | 110% |

Projects/Quizzes:

- Projects will be assigned to students for them to finish in class roughly at their own pace. All students must remain busy in class. Once a project is completed, students are expected to move either to the next project, or to an extra credit project. In the event that a student has completed all assigned projects, the student may use extra time to practice typing, or to work on assignments from other courses.
- Quizzes will be given periodically to test student understanding of computer terms and operations.

Extra Credit:

- Students who complete their regularly assigned projects will be given extra credit projects. Extra credit projects will only be counted if ALL OTHER WORK IS COMPLETED. It is not a substitute for regular classwork.

Lab Fee:

- A \$10.00 lab fee must be paid to Kennedy High School to cover the costs necessary to maintain a computer lab. Cash/check are accepted. Please make the check payable to Kennedy High School.

-----GUARDIAN FORM-----

CUT THIS PORTION OFF AND RETURN IT TO THE INSTRUCTOR
(Please write neatly)

Student Name: _____ Your Name: _____

Student E-Mail: _____ Your E-Mail: _____

Day Phone: _____ Night Phone: _____

Relation To Student: _____

PLEASE CHECK THE FOLLOWING IF TRUE:

_____ My child has a computer at home that (s)he can do work upon.

_____ My child has daily access to the Internet at home.

\$10.00 LAB FEE (CHECK APPROPRIATE PAYMENT METHOD):

CASH: _____

CHECK: _____

I have read and fully understand the above classroom management plan:

Parent/Guardian Signature:

Student Signature:
