

Course Title:	<i>Computer Studies I</i>	Academic year:	2002-2003
Course Length	1 Semester	Periods:	4 & 7
Instructor:	Mr. Wilhelmi	Room Number:	112

REQUIRED MATERIALS:

A two-pocket portfolio to keep daily work in,
Paper and writing utensil,
a 3.5 DSHD floppy disk,
digital headphones,
a 3" D-ring binder

COURSE OBJECTIVES:

- to have an overall understanding of the history of computers, essential computer concepts, browser basics, and the Windows operating system.
- learn the basics of a word processing, spreadsheet, database, and presentation graphics programs. In addition, learn how to integrate these programs with each other.

ASSIGNMENTS:

- assignments not handed in during class on the assigned day will lose a full letter grade for each additional day.
- **No late work will be accepted after the 3rd day.**
- care should be taken by the students to present their work neatly and in **publishable format**.
- all assignments should clearly indicate: Student's Name, Assignment Identification, Class Name, Class Period, and Date in a footer in the lower left corner of the page.
No name – no credit.
- all assignments are to be saved to the student's folder on the server unless otherwise specified by the instructor. **If assignments are not in student's folder, it is an automatic zero (0).**
- will be returned after all students have turned them in and they have been graded.
- students will write assignments in their planners and check them off when they hand them in.

TESTS:

- need to be taken on the days scheduled unless other arrangements have been made with the instructor.
- if absent, tests need to be taken outside of class time on the day the student returns.
- during tests – students need to cover their answer sheets so as not to tempt their neighbor; students need to keep their eyes on their own paper/monitor.
- students are not allowed to use the restroom unless it is urgent.
- a Pre and Post Test will be given, with the Post Test serving as the Final Test.

EVALUATION:

Students will be graded on total points earned divided as follows:

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| ➤ assignments, quizzes, written/application tests, technique/quality | 80% |
| ➤ attitude in class, daily participation, and behavior | 10% |
| ➤ final exam | 10% |

Grading Scale:

A	93-100%
B	85-92%
C	77-84%
D	70-76%
F	below 70%

PARTICIPATION:

- students must actively participate, in a mature and cooperative manner, in all classroom discussions and activities.
- relevant questions are encouraged on a daily basis.
- participation points will be awarded based on class participation, respect for each other and equipment, proper/appropriate classroom behavior and attitude, willingness to give/receive help, and following classroom and school rules/procedures.

BEHAVIOR:

- students' attention is expected during the presentation of material, and while fellow students, guests, and the instructor are contributing constructively to the class.
- common courtesies such as not interrupting, not answering when someone else is called upon, and giving your full attention are expected to be followed.
- students may not leave the classroom without specific permission and a hall pass from the instructor.
- students will use appropriate language while in the classroom.

TARDIES:

- are disruptive to the class and are **STRONGLY** discouraged.
- students must be in their seats when the bell rings. Anyone entering the classroom after the bell will be tardy and recorded as such. Absences and tardies will be recorded.
- tardy 1 and 2 – free
- tardy 3 – student receives warning
- tardy 4 – student receives detention
- tardy 5+ – student receives zero (0) on any assignment they are working on or is due that day

ABSENCES:

- any student absent must fill out an absent form available from the instructor.
- if absent, students are required to complete missed work on their own time and they will have one day for each day they are absent plus one additional day to make up their work.
- it is the student's responsibility for getting assignments from the instructor.
- students who will be excused in advance should have their work made up in advance.

- students with unexcused absences (includes being more than 15 minutes late for class) will receive a zero for the day they missed and will be required to make the work up for no credit.
- due to the nature of this course, **excessive absences or tardies** may result in a determination that a student is **unable to complete the class**.

CLASSROOM PROCEDURES:

- students are responsible for all material presented in class, as well as in their textbook.
- students are encouraged to take notes. Handouts may be given to reinforce the material when necessary.
- if students get behind on their work/assignments, they need to come in outside of class to stay caught up. **Before school, after school, during Period 5**
- students needing access to a computer lab outside of class must have the instructor's permission to use the lab and only the approved student will be permitted in the lab at that time.

WHILE YOU ARE IN CLASS:

- No food, drink (except water – must be kept on floor), candy, or gum is allowed in the classroom. Students caught with these items will receive a zero (0) and the items will be confiscated.
- Appropriate Internet usage, when needed, is required. School District policy regarding Internet usage will be followed. **No Downloading!!!**
- Copying any copyrighted software is a Federal crime. No copying from or to the school's computers will be allowed, no software from an outside source is allowed, either case will result in a reduction of course points or may result in dismissal from the course.
- No talking. Listening to music is not allowed.
- Students are to work at their station and not move around the room or bother another student without permission.
- Textbooks are never to leave the classroom and will be handled in such a manner as to not cause any damage. The student will be responsible for replacing or paying for any damaged textbook.
- Instructions will be given at the beginning of class after attendance has been taken. Students are not to interrupt instructor while attendance is being taken.
- Bathroom visits and stops for drinks of water are to be done during the 5 minutes between classes.
- Students will commit themselves to excellence by: doing what is right, doing their best, and giving their maximum effort.
- Students will abide by the "Golden Rule"- treat others as you would like to be treated. This includes being polite, courteous, honest, and respecting yourself, your classmates, your instructor, property and equipment.
- If the intercom comes on please stop working and listen to the announcement.
- Due to safety reasons, student are not to lean back or slide around in the chairs, or to sit or lean on any of the counters/desks.
- Due to safety reasons, book bags are to be kept under the counters and the aisles kept clear. Students need to be careful of power cords and outlets under the counters when placing book bags and feet there.
- Cheating is unacceptable. If you are caught copying someone's work, both you and the person who permitted you to copy will receive a zero and detention.
- If you have a question, please raise your hand. If the instructor is helping another student, please be patient.

- Technology misuse – (ex: any changes to the desktop, log-on screen, screen saver, etc., etc., etc.) will result in appropriate discipline.
- Any unauthorized handling of equipment, power switches, or supplies will result in a reduction of course points or may result in dismissal from the class. The student will be responsible for replacing or paying for any damaged equipment or materials.

AT THE END OF CLASS:

- Students are to leave their workstation area clean – free of papers, etc.; chair pushed in; textbooks in their proper location.
- Students are to work the entire class period and are not to log off of their computer until directed to do so by the instructor.
- Students are not to line up at the door for dismissal but will remain seated until dismissed by the instructor, not the bell.
- Last class of the day needs to shut down the computers.
- Students will abide by all of the rules of this school.

These rules will help you to succeed in your studies.

