

Fall 2008 • Combs High School • Room 121 9th Grade Computer Applications

I am always doing that which I can not do, in order that I may learn how to do it. – Pablo Picasso

Teacher: Mr. Philip Poisson

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Office Location: Room 121

Office Hours: 3:40 – 4:00 PM

Office Phone: 480.882.3510 x1420 (call between 3:40 PM and 4:00 PM)

PHILOSOPHY

It has been my experience that the word teacher is too frequently regarded as active while the word student is regarded as passive. Nothing could be further from the truth. Both words, properly understood, are active. Indeed, in a very real sense I cannot teach you anything. I can, however, with your participation, help you learn.

OBJECTIVES

This course is intended to build foundation knowledge for future courses in technology. In Computer Applications, students will learn computer components and systems operation in order to use a computer system effectively. Further, students will improve keyboarding skills, learn to create graphics and enhance existing graphics, create and format documents using word processing software, create and format spreadsheets and charts, learn to use web browsers to use the capabilities of the Internet, and learn to effectively create and modify presentations. Most of these objectives will be accomplished through the use of projects that incorporate the use of Microsoft Word, Paint, Excel, PowerPoint and Internet Explorer.

Further, this course will incorporate career and technical education competencies that are crucial for success in the world of work. You will complete projects and exercises that will allow you to:

- use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems.
- apply computation skills and data analysis techniques to make decisions and solve workplace problems.
- apply critical and creative thinking skills to make decisions and solve workplace problems.
- work individually and collaboratively within team settings to accomplish objectives.
- demonstrate a set of marketable skills which enhance career options.
- illustrate how social, organizational and technological systems function.
- demonstrate technological literacy for productivity in the workplace.
- apply principles of resource management and develop skills that promote personal and professional well-being.

POLICIES, PROCEDURES, AND RULES

A significant amount of thought and effort went into creating our classroom policies, procedures, and rules. They are outlined in our Classroom Policies, Procedures, and Rules handout. The information in that handout pertains to this class, so get to know what the handout contains. Special instructions for this class will be given to you as they are needed. If you have any questions about any policies, procedures, or rules – please ask. You may notice something that is not covered in the handout – point that out to me – we will all appreciate that. Above all, you are expected to follow and obey all school and district policies and rules.

AS A REMINDER -- Each student will be expected to:

- attend class every day. Assignments require the use of software that is located on the school's network. Work will not be done at home, because files need to be turned in to and saved on the school computer network. Schedule time with Mr. P. for make-up work.
- use time wisely.
- respect the opinions and property of other students and teachers working in the lab.
- share ideas, opinions, and talents during class discussion and activities.
- follow directions when using computer equipment, printers, and software.
- keep workstation areas neat and clean. This means students will throw away trash, properly file notebooks, and return all learning materials to their appropriate place.

- keep all printouts and created files and turn them in when asked to do so.

GRADING PROCEDURES

- 40% Projects
- 20% Exercises
- 20% Tests
- 10% Quizzes
- 10% Professionalism

Professionalism will be graded in this class. Areas of professionalism that are expected to be followed are Ethics (honesty, reliability, and doing what is right), Effective Communication (exercising good writing, speaking, and listening skills), Personal Appearance and Hygiene (self-explanatory), and Organizational Skills (effective time management and proper housekeeping).

Grading Scale:

- | | | | |
|---|-------------|---|---------------|
| A | 90% to 100% | D | 60% to 69.99% |
| B | 80% to 89% | F | 59% or Below |
| C | 70% to 79% | | |

The 1st semester grade will be calculated in the following manner:

- 40% - first quarter grade
- 40% - second quarter grade
- 20% - Midterm exam / project

The 2nd semester grade will be calculated in the following manner:

- 40% - third quarter grade
- 40% - fourth quarter grade
- 20% - final exam / project

** Your final grade will be the average of the two semester grades.*

Students will be earning grades as they earn an income – the grades a student earns will be a reflection on his or her efforts, work output, and behavior. I do not assign grades - I merely keep a record of what student’s produce (effort, work, and behavior).

The **Midterm & Final Exam** may be compromised of questions taken from tests and quizzes taken during each semester. The Midterm and/or Final exam may be in the form of a project. We will decide as a class whether we will do a test or a project. **Any student that maintains a 95% or better average (combined 1st & 2nd quarter grades) for the first semester will not have to take the Midterm exam. Any student that maintains a 95% or better average (combined 3rd & 4th quarter grades) for the second semester will not have to take the Final exam.**

I have read the syllabus and policies, procedures, and rules handout. I understand, and will abide by all the policies, procedures, and rules established for my technology class. I will make every effort to communicate with Mr. Poisson as necessary to ensure my success in our technology class. **Turn this acknowledgement in** to Mr. P. as soon as possible – this is worth a full assignment grade.

Student’s printed name

Student’s signature

Date signed

We have read and understand the policies, procedures, and rules as set forth in this hand out.

Parent/guardian signature

Date signed