Mr. Sovel — Computer Literacy — Room E-16

Class Rules/Procedures

Be here and Be here on time

Much of what we will do each day is set up and discussed in the first 15 minutes of class. Discussions, simulations, etc. are difficult to make-up if missed.

Come to class prepared:

Bring your class materials with you everyday. Come to class prepared to participate.

Treat everyone with respect; expect to be treated with respect

This means everything from raising your hands before you speak, to how you address others. It is NEVER okay to be rude, to ridicule, make fun of or disrespect anyone in anyway. No physical horseplay will be accepted in the classroom, even with *friends*.

Follow instructions:

Just do it.

Other technicalities:

- No candy
- No food/drink near computers
- No cell phones, sunglasses, hoods or headsets during class
- I really, really, really dislike tardiness and classroom disruptions; please do not…

All major assignments must be turned in on the date due, even if you are out that day with an excused absence.

Late work is accepted, but receives a 20% penalty.

Grade Ranges

A = 90 - 100%   B = 80 - 89.9%
C = 70 - 79.9%   D = 60 - 69.9%
F = less than 60%

Course Description

This class will teach students entry-level Microsoft Office skills in Word [including tables and rulers) and Excel (including Charts), an introduction to basic scanning techniques, as well as to the fundamentals of proper keyboarding. The course will also train students how to utilize Internet research techniques, including the use of subscription databases, and finding and citing creditable websites. Open to all grade levels, the skills learned here will support technology related assignments in the core curriculum.

Materials you will need

Notebook to keep handouts and notes and work

Pencil & pen [**not red**]

Assignments

Class work
notes, activity handouts, etc.

Homework
Class work is designed to be completed in class; you may take work home or come into tutorial to finish or review.

Extra Help

Tutorial [room E16]

You may call my home evenings & weekends, [765-6364]

On the web, at
http://www.sonic.net/bantam1/homework.html

By Appointment

Support Text

Sebastian, Bonita. MS Office 2000: step-by-step. Computer Literacy Press. Fairfield, Ohio, 1999.

To purchase this text, go to:
http://www.compLitpress.com

Mr. Sovel's email:
a-teacher@comcast.net

Grade Determination

The most important factors in being a successful student are consistent effort, the willingness to work hard and the commitment to improve.

Your grades reflect total points earned each grading period. Grading varies each grade period:

First Grade Period:

Class work 100%
This includes daily responses and other in-class activities.

Second Grade Period

Class work 79%

Paper Points 21%
These are a series of selected materials that will demonstrate a students ability to apply the MS Office skills learned. Student will be able to complete the necessary work to end up with the final score desired (up to 21% of their total possible).

Third Grade Period

Class work 85%

Research Essay 15%
This essay will demonstrate the student's ability to find creditable Internet evidence to support a pre-selected thesis.

SPECIAL NOTE:

Extra credit........................ Ø%
I DO NOT offer any extra credit.

Make-up for Absences

WORK THAT IS DUE THE DAY OF AN ABSENCE IS DUE THE DAY THAT YOU RETURN.

On the day you return from an absence, it is your responsibility to come to the classroom computer, go to the class computer homework page on the Internet and copy down **both** the class activities and homework from the day(s) you were absent.

THE TIME YOU HAVE TO TURN IN WORK FROM AN ABSENCE IS EQUAL TO THE LENGTH OF YOUR EXCUSED ABSENCE.