



Computer Applications 2013-2014

Mrs. Leslie Irwin



Irwin and Associates, welcome to our classroom. This year I hope you will learn some computer skills that you can use in service to God and for his kingdom.

Computer Applications Files: Students will be given a 3-word password to use when logging into the iPad or desktop computer.

Classroom Environment: Students in computer applications will be using both the iPad and the desktop computer this year. No textbook will be issued for class. Although the computer chairs are very comfortable and are made to recline, students are to sit up straight in class and refrain from moving chairs around the room. Each student will display proper business etiquette at all times, leaving his or her work area neat, clean, and intact for the next user.

Going Paperless: There will be very few assignments that will be printed this year. Students will submit their work electronically either through email or Edmodo.

Grading Procedures: Grades will be based upon a combination of activities completed during class time. I use a weighted system of grading and those percentages are given below:

Production work	50%	Speed tests	25%
Classwork/tests	25%		

Production work is any work prepared during class that will be turned in for a grade. All assignments start with the grade of an A+. Any major error such as a misspelled word or failure to follow directions will result in a full letter grade decrease from an A+ to a B+, for example. A minor error such as omitting a comma will result in a 1/3 letter grade decrease from an A+ to an A, for example.

By the end of the 1st quarter students will be expected to type 45 words a minute (with a high degree of accuracy) to achieve an A on speed tests. The grading scale for speed goes up 5 words a minute each of the first 3 quarters. Each quarter there will be over 40 opportunities to turn in grades but only the top 10 scores will be used to determine the overall speed test grade.

Grades will be updated on PowerSchool once a week. Students are responsible for checking their grades and making sure every assignment was submitted and recorded correctly.

The school has adopted a new grading scale which can be found in the *Student Handbook* online.

Exemptions: Students who have at least an A- average based upon two quarters' work may be eligible for exemption from the semester exam. In addition to being academically eligible for exemption, students must have good conduct and no unexcused absences. *Reminder: Honor code violations keep students from eligibility for exemption in ALL classes for the semester.*

Classroom Procedures: When the bell rings students are to be in their desks ready to begin work. Students will not be allowed to eat in the classroom once class begins. Trips to the bathroom, water fountain, and lockers should be taken care of before class begins.

If students need to charge their iPads while in class, there is an extra outlet at each workstation.

Students must stay on task during class in order to complete all assignments since no work is to be done outside of class. Once students are finished with the required work, students may use free time to work on Membean or on any assignments for other classes.

Course Content: Our early focus in class will be on the iPad so that students can master Pages for their word processing documents and Keynote for their slideshows since these two apps will be used in many of their other classes.

Once students feel confident with Pages and Keynote on the iPad, the attention will be on the desktop computers while students learn to type by touch using the opaque typing skins covering the keyboard. Students will create and modify Word documents, PowerPoint presentations, and Excel spreadsheets the rest of the year. At the conclusion of our study of each of these applications, a proficiency test will be given. There will also be some time spent using Pages and Keynote on the desktop computer, noticing the differences between the iPad version and desktop versions. During the fall semester students will do research on a college and career. Oral and visual presentations will be a part of this project.

Each quarter students will be expected to maintain a journal of quotes from *God's Little Instruction Book*. There will be a new quote on the board each day which should be typed into the journal along with the date, the Biblical reference, the actual scripture, and personal thoughts about the quote.

Communication: There will be a link on the Harding website to the *Irwin and Associates* blog. In addition, assignments and notes will be posted in Edmodo. All students and parents are encouraged to check these regularly. Information will be provided to access the classroom information on Edmodo.

Classroom Rules: These classroom rules are designed to help us be more productive and provide the best working environment for everyone.

1. Do the right thing because it is the right thing to do, not because you might get into trouble.
2. Snacks may be eaten BEFORE class begins. Once the bell rings students must put all food away and deposit any trash in the wastebasket.
3. Students may have a clear water bottle in class but it must stay in the book bag or on the floor. NO DRINKS SHOULD EVER BE ON THE DESK NEAR THE COMPUTER OR IPAD.
4. Stay on task until all work is completed. Do not get on Facebook, YouTube, iChat, FaceTime, PhotoBooth, iTunes, or anything similar until all work is completed. Once all assignments are completed you may work on Membean or assignments for other classes.
5. Students may NOT listen to music during class unless it is part of a class activity.
6. Leave other computer workstations and iPads alone.
7. You must have permission to print anything.
8. Give your teacher and classmates the respect they deserve. Do not say anything unkind, and do not take pictures or videos of anyone without their permission.

For those who do not follow the rules, consequences may include the following: lower conduct grades, lunchroom duty, silent lunch, afternoon school, or a visit to Mr. Goddard or Mrs. Copeland.

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."
Colossians 3:23-24