Computer Tech I → Class Expectations

Mrs. Cleary
2018-2019

Class Description

The Computer Technology I class emphasizes the mastery of computer skills and management support concepts along with computer maintenance and troubleshooting. The State of Michigan Education Department and employers have determined these skills and concepts essential for entry-level employment. Skills will be introduced through introductory and integrated computer applications in Office 2016.

Basic foundation skills are integrated into the curriculum through activities, which include the Internet, Digitools, oral and multi-media communications, soft skills, entrepreneurial skills, employability skills and career planning.

Contact Me

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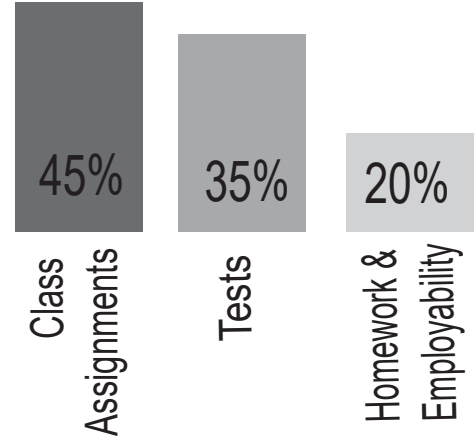2. jcleary@clare.k12.mi.us
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Preparation

1. Come prepared to class with your binder, writing utensils & other supplies.
2. Log on to computer and check class website to start working on bell ringers immediately.
3. Work should be turned in on its due date. Late work will lose at least 50%. NO late homework will be accepted!

Grades

- Class Assignments — 45%
- Tests — 35%
- Homework & Employability — 20%

Grading Scale

100	93	A
92	90	A-
89	87	B+
86	83	B
82	80	B-
79	77	C+
76	73	C
73	70	C-
69	67	D+
66	63	D
62	60	D-
59	50	E

Topics Covered

- Keyboarding
- Computer Basics
- Soft Skills
- Microsoft Office 2016
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Access
  - Microsoft PowerPoint
  - Microsoft Publisher
- Entrepreneurial Skills
  - Bartering Bonanza
- Genius Hour
- Adobe Photoshop
- Business Etiquette
- Employability Skills
  - Employability Portfolio
  - Mock Interviews
- Internet and Internet Safety
- Online Learning Experience
- G-Suite
  - Google Sites
  - Google Keep
  - Google Drive
- Family Financial Unit

Check PowerSchool everyday!

Absentee Policy

1. Yes, we did something while you were absent. It is your responsibility to check the website the day you return. Check the WHITE BINDER for any handouts.

2. You have ONE DAY for each day you were absent to make up missed work. After that, any missing assignments will be accepted with a late penalty (50%).

3. Any assignment you are absent for will be entered as a ZERO until it is turn in.

Rules & Expectations

This class is structured much like an actual business environment. Therefore, you should treat all expectations as a criteria for evaluation of your performance as an employee. In this class, you are expected to:

1. Come to class on time every day. Good employees are rarely late for work and are usually early!
2. Redo work when it is not perfect. If you are typing a letter at work, you would not send it with errors! Therefore, all business assignments must be done correctly.
3. Begin working as soon as you arrive each day. Don't wait until attendance is taken. Make good use of your time.
4. Do not use internet or electronic mail without permission. You don't get to surf the net during free time at work. You will receive ample time to check your grades, e-mail, etc.
5. Take good care of computer/technology equipment. Be sure to follow the technology guidelines.
6. Have a good attitude. Please don't let a bad day make you a bad person to be around.
7. Follow all regular classroom rules as shown on the "Rules" video.

Homework

Homework is usually given on Monday and is due the following Wednesday. Homework is due at the beginning of the hour on the due date.

The Late Pass "Ticket" must be stapled to the top of the late assignment. This ticket can only be used one day past the deadline AND if the assignment has not been graded and returned to students.

Because Nice Matters!

Please sign & return

I have received and read the Class Expectations from Mrs. Cleary for this school year.

_____
Student Name

_____
Parent/Guardian Name

_____
Student Signature

_____
Parent/Guardian Signature