

# 7th Computer Applications I

Drexel R-IV School  
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**Course Description:** This course will provide an opportunity for students to develop basic skills in word processing and presentation management and graphics, as well as other practical office skills such as using written and oral communication skills.

**Teaching Strategies:** Lecture, discussion, group work, individual and group activities, and business situations. All assignments will be posted in Google Classroom.

**Expectations:**

- Be prepared for class. (Bring required materials to class and show up on time.)
- Complete assignments correctly, accurately, and on time. ALWAYS do your best work. Late work policy will be followed.
- Use computers properly and ethically.
- Maintain a positive attitude!!!

**Classroom Rules:**

1. When the teacher speaks, you listen
2. Be respectful to teacher, self, and others
3. Use good manners
4. DO NOT use inappropriate language

**Consequences**

1. Warning
2. After school detention
3. Call to parent
4. Office referral

**Supplies:** Drexel Google account login, pen or pencil

**Grading Scales:**

A = 100-95	B = 86-83	C = 76-73	D = 66-63
A- = 94-90	B- = 82-80	C- = 72-70	D- = 62-60
B+ = 89-87	C+ = 79-77	D+ = 69-67	F = 59-Below

Your grade will be based on total points accumulated for the grading period. These points can be earned through daily grades for participation, portfolio notebook, worksheets, class

work/homework, quizzes, tests and projects. Grades will be up-to-date every Monday morning and posted on the Tyler SIS Parent Portal.

# Computer Lab Expectations

- Students must have a signed Internet Use Agreement on file with the school.
- Do not visit unacceptable Internet web sites.
- Do not visit any public chat rooms.
- Do not download programs or plug-ins for the computer. No games can be downloaded!
- Do not download sound files to the hard drive.
- Do not modify any setting on the computer. This includes printer settings, screensavers, desktop wallpaper, and desktop icons.
- If your computer freezes or does something unusual, notify the teacher immediately.
- Before listening to music you must have permission. No music video sites will be allowed. When you listen to music you can listen through your own personal device.
  - o No Pandora, Spotify, YouTube, ETC...
- ABSOLUTELY NO HUDL VIEWING
- No food or drinks are allowed around computers.