

## Computer Applications

### Mrs. Nightingale

#### Class Expectations:

Much material will be covered and therefore it will be important to use your time as efficiently as possible.

#### Mrs. Nightingale expects the following from the students:

1. Students will be on time to class and in their seats and ready to start.
2. Students will use their manners when interacting with others in the classroom.
3. Students will bring the appropriate materials each day.
4. Students will work quietly towards completion of assignments throughout the period.
5. Assigned seats will be remembered and respected.
7. Students will only use headphones in class when they are required to complete an assignment.

#### Students are expected to be:

**Prompt**.....Be in your seat and ready to start class when the bell rings.

Take bathroom and water breaks in between classes.

**Procedural**.....Follow directions the first time they are given.

**Prepared/Productive**.....Bring textbooks/handouts, laptops, pencils/pens, etc.

If you do not have your computer in class, you will be given a warning the first time and a detention every time after that.

**Polite**.....Raise your hand and wait to be called on before speaking.

**Positive**.....Respect yourself, your school, your fellow students and teacher, and everyone's property.

#### Materials:

1. Laptop
2. Pens/pencils
3. Mouse (optional)
4. Thumb Drive (optional)
5. Headphones with microphone (optional)

#### Topics Covered:

First Semester-Microsoft Word and Excel

Second Semester-Microsoft PowerPoint and Access

We will also work on Writing to Win throughout both semesters and special projects involving various technologies, such as digital storytelling, blogging, podcasting if time permits.

#### Class Websites:

Blackboard Learn- <https://courses.k12.sd.us/> (use your state email username and password)

Blog- <http://wlcomputerapplications.edublogs.org/>

Wikispace-

#### Naming and Saving Work:

All assignments must be labeled as the directions describe. Points will be deducted if not labeled correctly. All assignments must be saved to the Computer Applications folder on the Share Drive and submitted through Blackboard Learn if the directions require it.

#### Grading Scale:

Percentage	Grade
100%	A+
99-94%	A
93-92%	A-
91-90%	B+
89-87%	B
86-85%	B-
84-83%	C+
82-77%	C
76-75%	C-
74-73%	D+
72-67%	D
66-65%	D-
64% and lower	F

#### Assignment Weights:

30%	Tests
40%	Daily Work
20%	Projects/Quizzes
10%	Writing