

VALENCIA HIGH SCHOOL
Computer Applications/Keyboarding
Mr. Mifflin
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Lab Contribution

A \$10 contribution is requested to help pay for maintaining the operation of the equipment in the lab and the costs of printing reports and documents in the lab. (keyboards, mice, and wires tend to wear out!) The contribution can be made by cash or check payable to Valencia High School ASB. Your support of the computer applications program at Valencia High School is appreciated.

Course Introduction

Computer Applications/Keyboarding is the study of a wide range of business application software programs and skills. Students will learn skills used in today's computerized office environment. This course will focus primarily on the Microsoft Office 2007 suite of applications (Word, Excel, and PowerPoint) and will also introduce fundamental computer concepts and keyboarding.

TAKING CARE OF THE LAB: Student will be held financially responsible for all damages to computers and any other school property.

Grading

Your final grade will be based on your scores in 4 main areas:

1. Lab Activities [30%]
2. Tests [35%]
3. Class participation [10%]
4. Final Exam [25%]

Students will have one week to make up exams and class work if their absence was excused. No make up exams will be allowed for students with an unexcused absence on exam day!! A student who was absent for an exam is responsible for arranging with the teacher an acceptable make-up time. Class work may be made up during class, time permitting, or during lunch lab.

Student Expectations

- 1 Come to class prepared.
- 2 No food, gum, drinks, or candy are permitted on the computer lab tables.
- 3 Follow directions the first time.
- 4 Do not disrupt the learning process, or the opportunity for someone else to learn.
5. School tardy and absence policies will be strictly enforced.
6. Dress code will be enforced.
7. Do not touch the back of the computers in any way, ask for assistance when something doesn't work. Avoid moving any wires under the desks.

Open Lab Time

Students who need additional computer time in order to complete class assignments may come in at lunch any day the teacher is here.

Academic Honesty

Any student involved in dishonesty in any work, quizzes, tests, etc, will be subject to one, some, or all of the following: an automatic zero on the work; two day suspension from class, a referral to the Assistant Principal; and a conference between the AP, the parent(s), and the teacher.

Teacher Conference Period

My office hours are Monday through Friday from 9:00-10:00. Please use my email (dmiffin@hartdistrict.org) or voice mailbox (#510) if you have any questions.

Expected School-wide Learning Results (ESLRS)

Valencia High School goals that will be addressed in this class include preparing students to be:

- Effective Communicators who utilize technology for communication
- Self Directed Learners who create short and long term educational goals
- Self Directed Learners who function effectively with technology
- Critical and Creative Thinkers who access and analyze resources effectively
- Responsible Citizens who behave in ways that demonstrate an understanding of the character values that underlie society
- Responsible Citizens who demonstrate responsibility for the immediate environment

Standards Alignment

Some of the content area standards addressed in this class include:

California Career Technical Education Standards

- 2.1 Analyze the structure and format of functional workplace documents
- 2.6 Demonstrate use of sophisticated learning tools by following technical directions
- 4.2 Understand the use of technological resources to access, manipulate, and produce information, products, and services
- 10.1 Know how to use a variety of business- and industry-standard software
- 10.5 Use technology and electronic media to manage the work flow and to provide feedback

National Educational Technology Standards

- Use keyboards and other common input and output devices efficiently and effectively.
- Select and apply technology tools for research, information analysis, problem-solving, and decision-making in content learning

-----Please sign this portion and return to the instructor-----
Computer Applications/Keyboarding – Course Orientation

Acknowledgement

I have read and understood the contents of the Computer Applications A course orientation.

I have chosen to enclosed the \$10.00 donation, (any amount is appreciated) (cash or check payable to "Valencia High School ASB")

Student's Name: _____

Student's Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____