Mr. Jacob Messer

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Computer Applications

Room 123

**Course Description:**

This course is designed to provide students with the opportunity to understand and apply integrated software to real-world uses. This course will present an overview of computer concepts related to particular software (Microsoft Office). During this semester, you will learn about three of the components of Microsoft Office: Excel, PowerPoint, and Word. Internet skills and desktop publishing also will be covered.

Students will be able to understand and complete the following:

1. To use proper typing skills
2. To obtain skills that provide success in school and on the job
3. To apply their knowledge of class material to a variety of supplemental activities and projects
4. To complete applications that call for creativity, imagination, and problem-solving skills, such as designing brochures and creating presentations
5. To master all skills listed in the West Virginia Department of Education’s Content Standards and Objectives for this class
6. To produce documents free of mistakes

**Teacher Expectations:**

Unless instructed otherwise, students will begin each class by blogging for the first 5-10 minutes. Blogging is an activity in which individuals post their thoughts and opinions on a personal website (a blog). Students in this class will create their own blogs through <http://edublogs.org/>. Students also will have their own email addresses provided by the West Virginia Department of Education, which will allow them to sign up for and log in to websites such as [www.weebly.com](http://www.weebly.com) (a website-building platform), [www.dropbox.com](http://www.dropbox.com) (a document-storing and -sharing website), and [www.schoology.com](http://www.schoology.com) (a school-appropriate social media website). Students will submit their assignments through Dropbox or Schoology, which will reduce on the use and waste of paper. Public speaking is an important 21st Century skill. Therefore, students will present in front of their classmates for some assignments; this is mandatory, not voluntary. Students are expected to be on their best behavior and give their best effort every day. Manners are required.

**Classroom Rules:**

1. Follow directions the first time they are given.
2. Raise your hand to be recognized before speaking.
3. Keep your hands, feet, and comments to yourself.
4. Stay in your seat unless you are directed otherwise.
5. Respect your teacher, your classmates, and others’ property.
6. Be on time and prepared.
7. No gum, food, or drinks are allowed in my classroom.

**Consequences:**

1. Warning
2. Two minutes after class and phone call to parent or guardian
3. Detention
4. Office referral

**Materials:**

Each student is expected to have a pencil, paper, and his or her textbook every day.

**Classroom Activities:**

Blogging

Keyboarding

Project-Based Learning

Electronic Portfolio/Personal Website

Microsoft Office (Excel, PowerPoint, and Word)

Quizzes and Tests

**Absences and Make-up Work:**

If you are absent for any reason, it is your responsibility to obtain your make-up work by visiting the class website. There, under the “Daily Activities and Assignments” section, you will find information about the work you missed and directions for completing it; I will not spend class time discussing make-up work. You are responsible for completing and turning in all of your assignments. You have two days for each day you miss to complete and turn in your make-up work; points will be deducted for all late assignments.

**Homework:**

Homework is expected to be turned in on time. Homework will be collected at the beginning of class, so please have it ready when the bell rings.

**Grades:**

Students will earn points for each assignment. Remember, late assignments will receive a deduction in points. My grading system is based on total points, and all grades will be available through Engrade. An A is 100-92.5 percent, a B is 92.4-84.5 percent, a C is 84.4-74.5 percent, a D is 74.4-64.5 percent, and an F is 64.4-0 percent.

**Bathroom Policy:**

Students receive only three bathroom passes per nine weeks. They must show their bathroom pass to me, and I will initial it. When they have used all of their passes, no more bathroom breaks will be permitted. If frequent visits are necessary, a note from a physician is required.

**Fire Drill and Code Red Procedures:**

These are posted by the door. Please read them carefully.

**Contact Information:**

If you ever have questions or concerns, please contact me by email at [mjmesser@access.k12.wv.us](mailto:mjmesser@access.k12.wv.us) or by telephone at 304-369-3011.

**I have read and understand the rules, consequences, procedures, and materials needed. I also have read the tentative semester schedule.**

Student Signature: Date:

Parent Signature: Date:

**Note:** Please have this form signed and returned before or on the due date to receive a grade. Failure to do so will result in a zero for this assignment.