

J. E. Cosgriff Memorial Catholic School

Computer Class Disclosure Statement 2011-2012

Class Expectations

Students are expected to come to class prepared and ready to learn. They should participate in class discussions and activities and show respect to their classmates and teacher by practicing good listening skills and conscientious work habits.

Students are expected to follow class and school rules and show good stewardship in the use of computer equipment.

Class Objectives

Upon graduation from J.E. Cosgriff students should be able to complete the following:

1. Demonstrate proper startup and shut down procedures for the computer.
2. Identify major hardware components and know their purposes.
3. Touch type at a sustained rate of 30 words per minute.
4. Understand the use of files, folders, and windows.
5. Integrate data from/to a word processor, spreadsheet, and/or database.
6. Design a web page layout and learn basic programming skills.
7. Add text, clip art, graphs, audio, and video clips to a multimedia presentation.
8. Perform basic and advanced tasks using Microsoft Office Word, PowerPoint, Excel, and Publisher.
9. Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations.
10. Understand how the Internet works and how to retrieve information from it.

Computer Lab Rules

1. Handle ALL EQUIPMENT properly and with respect.
2. Act appropriately at all times and be courteous to others.
3. No gum, food, or drinks in the lab.
4. Stay at your assigned computer.
5. Talk only when necessary and then quietly so you don't disturb others.
6. Don't waste time! – Yours or your friends.
7. Visit only approved or appropriate Internet sites for your assignments.
No "Surfing the Net."
8. Do not make any changes to your computer settings. (This includes desktop, screen saver, etc.)
9. Students are required to sign and follow the "Policy for Acceptable Use of Internet."
10. Follow directions and instructions from the teacher and aides at all times.

Classroom Rules

1. Listen to instructions the first time they are given.
2. Stay in your seat unless you have permission to move.
3. Keep hands, feet, and objects to yourself.
4. Raise your hand and wait for permission to speak.
5. Stay on task!

Course Materials

Please bring the following to each class:

- Paper
- Pencils/Pens
- 1 USB Flash Drive *Optional*
- One “pocketed” folder for homework (Grades 6-8 only)

Assignments

The majority of computer assignments, exercises, and projects are designed to be completed in class. However, due to the scheduling of this class, there will be worksheets, practice exercises, and projects that will be done at home as homework. If the student does not have computer access at home please let Mrs. Sloan know so that proper arrangements can be made.

Make Up Policy

Assignments missed due to excused absences are due by the **next date of class (usually 1 week)**.

Late Work

Late assignments will only be accepted within **one week** of the due date and will be marked down one full letter grade. Assignments turned in after this period will receive no credit.

Grading System

Students are graded on completion and accuracy of their classroom assignments, homework, and following Computer Lab Rules.

Students in 1st – 3rd Grades will be graded based on the following approved grading system:

C = Commendable

S = Satisfactory

N = Needs Improvement

For sub-categories in any major subject:

+ = Shows Improvement

✓ = Experiencing Difficulty

Students in 4th – 8th Grades will be graded based upon the following approved grading system:

A 95-100 Excellent

A- 92-94

B+ 89-91 Very Good

B 86-88

B- 83-85

C+ 79-82 Good

C 75-78

C- 71-74

D+ 69-70 Below Average

D 67-68

D- 65-66

F Below 65 Failing