

Alice Drive Middle School
Sumter School District
Course Syllabus

Course: Computer Applications
Teacher: Mrs. L. Link, Room 111
Phone: 803-775-0821
Date: Fall 2019-Spring 2020
Email: lori.link@sumterschools.net
Website: <http://adm.sumterschools.net>

Grading Scale

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

Course Description:

This course is designed to introduce students to software applications that are necessary to live and work in a technological society. The applications covered include word processing, database, spreadsheet, and presentation.

Course Topics:

Safety
Student Organizations
Technology Knowledge
Personal Qualities & Employability Skills
Professional Knowledge
Word Processing Software Applications
Spreadsheet Software Applications
Presentation Software Applications
Database Software Applications
Project/Simulation Learning

Course Requirements:

1. Students must master the standards to receive credit for **Computer Applications**.
2. Students will be required to keep a 3-prong portfolio folder with pockets. Class handouts, notes, daily writing prompts, and homework will be kept in this notebook.
3. **Students must also bring at least a 16 GB flash drive to save their documents and earbuds for assignments.**
4. Students should come to class prepared each day with folder, pencil, paper, and pen (blue/black ink only).
5. **This is a computer class.** Students will be responsible for all work missed during an absence. If you are absent, it is your responsibility to request and make up work when you return to school and in accordance to district policy. Students may be required to stay after school to make up work. **Students must provide transportation to get home.**
6. Students must follow computer safety guidelines and classroom routines and procedures.

Teaching Responsibilities: The teacher will provide instruction, maintain an environment conducive to learning, and assist students as needed.

Grading Procedures:

The student's grades will be averaged each grading period based on the following formula:

10% Homework 50% Minor (Classwork, quizzes, journals, etc.) 40% Major (Tests/Projects)

Routines and Procedures:

1. Bring all supplies and materials to class with you. **Do not come empty-handed.**
2. Students will be seated and ready to work before the tardy bell rings.
3. Students will listen carefully and attentively to roll call and instructions.
4. Students will check Google Classroom daily for assignments or announcements.
5. Students will raise their hand to be addressed.
6. Students will be given restroom breaks if it is an emergency. Otherwise, students will utilize restroom facilities between classes.
7. Students will keep their workstation neat and orderly. Students will discard trash as they exit the classroom.
8. Students will be dismissed by section when the bell rings. Computers must be logged off and chairs pushed in prior to exiting.

9. Students will keep ALL belongings under their table in order to keep the walkways clear.
10. When the lights are turned off, students will become **quiet**.
11. Students will raise their hand with the index and middle fingers crossed in order to ask for restroom permission.
12. Students will raise their hand to ask questions, respond or comment.
13. Students will raise their hand with their pencil in hand to get permission to use the sharpener.
14. If water is necessary (coughing/hiccups), students will raise their hand with index, middle and ring fingers pointed upward in the shape of a "W" in order to get permission. Otherwise, students will get water between classes.
15. Students will automatically get tissue as needed. No permission is necessary.
16. In the event the door is closed upon arrival, students will line up quietly along the wall beside the door until the teacher opens the door.

Discipline Plan:

Rules:

1. Students will sit only in their assigned seat.
2. Students must be in their seats with books and materials before the tardy bell rings.
3. Students will behave in a way that does not hinder the learning of others or themselves.
4. Students will not leave their desk.
5. Students will not interrupt or talk when a fellow student or the teacher is talking.
6. Students will not be permitted to have beverages, food, candy, gum, cell phones, fidget spinners, slime, or MP3 players in class.
7. Students will respect others and their property.
8. Students will access only the websites and programs as instructed by the teacher. Students that access unapproved websites will lose their computer privileges until a parent has been contacted.

Consequences according to the ADMS MTSS Guidelines:

- | | |
|-----------------|--|
| 1 st | Verbal Warning |
| 2 nd | Classroom Intervention |
| 3 rd | Class Action #1 - Parent Contact |
| 4 th | Class Action #2 – Referral to Guidance |
| 5 th | Office Referral |

SEVERE DISRUPTION: Severe or drastic behavior that disrupts teaching or other students' learning will result in the student being sent immediately to an administrator.

Rewards:

- | | |
|------------------------------|--------------------------------|
| 1. Positive phone calls home | 2. Display of outstanding work |
| 3. Preferred Activity Time | |

Mrs. Link's Class Schedule:

1A – PLANNING

- 2A – Computer Applications
- 3A – Computer Applications
- 4A – Computer Applications

1B – PLANNING

- 2B – Computer Applications
- 3B – Computer Applications
- 4B – Computer Applications

Parent Contact: Parent conferences may be scheduled by calling the guidance department at 803-775-0821. Conferences must be scheduled at least 24 hours in advance. You may also contact me via e-mail at lori.link@sumterschools.net.

Fire Drill Procedures: Exit the classroom; turn left. Proceed just past the girl's restroom and turn left. Exit through the double doors. Students will move **SILENTLY**. Move to the football field and line up **single file** for roll call and directions from teacher/administrator. Do not wander off.

Please complete the attached information sheet and **return it to Mrs. Link by August 29th**. I look forward to working closely with you to ensure that your child has a great semester!

Block _____

Student's First Initial _____

Student's Last Name _____

I have read the Computer Applications course syllabus and understand the procedures as stated.

Printed Student's Name _____

Student's Signature _____

Date _____

Printed Parent's Name _____

Parent's Signature _____

Date _____

Student/Parent Information

1. Student's full name _____
2. Name student prefers to be called _____
3. Parent/Guardian's name(s) _____
4. Address _____
5. City _____ State _____ Zip _____
6. Telephone (best contact) _____
7. Best time to call _____
8. Email address _____
9. Bus No./Parent Pick-up/Walker _____
10. Emergency Information/Medical Alert _____

11. Other information _____
