

Personal Computing

Westlake High School
2017-18
Mr. Tyler
dtyler@conejousd.org

This course provides an overview of computer applications including an introduction to computer concepts, Microsoft Windows 10, and Microsoft Office 2016 as well as integrating Google Docs into their learning. Students will learn computing basics, including computer hardware, and components, operating system software, networks, the Internet; and Microsoft Office 2016.

Objectives:

- ✓ Learn Computing Fundamentals, Key Applications, and Operating Systems
- ✓ Learn the fundamentals of the Microsoft Office 2016 Suite.
- ✓ Build on the knowledge students have on integrating computer technology into their core subjects.
- ✓ Develop collaboration, research and acceptable technology skills for future success in school or work environment.
- ✓ Integrate Google Docs in the classroom environment.

Classroom Expectations:

- ✓ Students are responsible for following all District, Westlake HS, and classroom rules and directions.
- ✓ There is no eating, drinking (other than bottled water), gum, or hats in the computer lab. Personal music players (iPod, MPS, CD etc.) and cell phones are to be turned **off** and put away during class time.
- ✓ Please show absolute courtesy to fellow students, visitors, guest teachers, and professional speakers in the technology lab.
- ✓ Students will use their own username and password to use the lab computers. DO NOT share this information with other students.
- ✓ Students will **not** be excused from assignments if the work "is lost" from the student's work folder. Students are responsible for their own folders and the correct saving of their work.
- ✓ Students are responsible for the proper use of the computers. Any misuse, vandalism or inappropriate use of the computers will result in the removal from the class. The teacher, administrators and District will discuss the consequences of these actions with the students and their parents.

Consequences:

- ✓ First Offense- Verbal warning
- ✓ Second Offense- Detention and call/email home
- ✓ Third Offense- Referral for administration action

***** Disruptive behavior:** Fighting, profanity, defiance of authority will result in immediate removal from the class without warning or appeal.***

Academic Honesty (Bd. Pol. 5131.9)

Definition: Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests or classwork includes unauthorized communicating; copying materials or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person's assignment; providing homework/classwork for another student to replicate; plagiarizing or submitting a paper or project which is not one's own work; and submitting falsified information for grading purposes are also examples of dishonesty.

Consequences:

First Infraction

- The teacher will conference with the student and record a zero for that assignment.
- Within five school days, the teacher will notify the parent and send a referral to the appropriate administrator noting the infraction.
- The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two years from the date of infraction.

Second Infraction

- The teacher will send a referral to the appropriate administrator noting the infraction.
- Within five school days, the parent will be notified, and the student will be removed from the course and placed in a Study Hall with a failing grade for the semester.

Grading Policy:

Students will be graded on the point system. Students will receive grades for their graded assignments, lab work, quizzes, and tests. In addition, students will receive points for daily warm-up, class participation (which includes to collaboration), behavior, and cooperation. Grades will be posted on the web at <https://q.conejousd.org>.

Make-up and Late Work Policy:

It is the student's responsibility to find out what she/he missed during their absence. Assignments due during an excused absence will have their due date extended by the number of days absent. Assignments will be accepted one day past the posted due date for one-half credit. After the past-due date, the student will receive a zero for the assignment. All assignments are posted and submitted on the e-course website or Edmodo.com. Grades are posted and updated on the Zangle website: <https://q.conejousd.org>.

Resource Textbooks and on-Line Materials:

Edmodo.com www.edmodo.com
Microsoft Office 2016 - Introductory: ISBN: 978-1-337-25103-7
Google Apps: www.Google.com
Various instructor handouts and on-line reading and research.

PARENTS: Please email me for an access code to monitor your student's assignments on Edmodo.

Parents and students are welcome to contact me anytime through the school (805) 497-6711 X2205 or email dtyler@conejousd.org. I will return your call/message as soon as possible. I look forward to working with your student this school year.

Thank you, Mr. Tyler

Determining Class Grade

Class Participation

1. Completing daily class assignment.
2. Answer daily warm up, students will be randomly called upon to answer the daily warm up questions.
3. Working **earnestly** on class assignments.

Class Assignments

1. Class assignments will be due by the end of class, unless otherwise noted.
2. Student is responsible for file management.

Chapter Worksheets

1. Chapter vocabulary worksheets on daily warm-up and covered material, may include topics from prior chapters.

Final Exam

Making up of missing points may be offered throughout the semester but is not a substitution for class work or exams.

