Welcome to 8th grade Personal Computer applications (PCA). This is a quarter long course with two primary goals. The first goal is to help students effectively and efficiently use technology as a tool to greatly enhance their education. The other goal is to prepare students for the use of technology in high school, college and their career. Students will be completing their work with their IPAD with an attached keyboard.

In this class students will learn.

-Typing Skills (Daily)

Proper positioning and technique can speed up typing rates and minimize damage to the body from prolonged typing.

-Word and PowerPoint(2 weeks)

Review of 7th grade

- Microsoft Excel (5 weeks)

How is Microsoft Excel utilized to analyze information?-

-Apple Applications(2 weeks)

How are Apple applications comparable to Microsoft

Class Textbooks (will be kept in class)

Learn-By-Doing Microsoft 2016, Word, and PowerPoint

Class Expectations

In addition to following the school wide P.R.I.D.E. expectations the computer lab 221 has the following expectations.

No Food or Drink is allowed on the Classroom

Follow the expectation of your station

Class Assignments and Grading Policy

All assignments, (except typing) will be posted on the class website.

Formative assignments-20 percent of the final grade

Formative assignments include classwork, in-class assignments, class participation and other in-class measures. For example in this class a formative assignment would include creating a spreadsheet using Microsoft Excel, by following along as the teacher creates the same spreadsheet..

Performance assignments-70 percent of the final grade

Performance assignments include tests, quizzes, projects, and skill-based performance measures. A performance assignment in this class could include a test or quiz onthe functions of Excel or a project where you create your own spreadsheet based on what you learned in class

Typing

For 10-15 minutes each class students will exclusively work on typing skills using EduTyping, a web based typing program, unless told otherwise by the teacher. Students will be graded based on participation and improvement on a weekly basis. This grade will be **formative.**

Preparation-10 percent of the final grade

All students must come to class with a pencil, your agenda and charged iPad. Coming prepared to class is your homework and will be graded as such. Homework makes up 10% of your overall grade. Students will not be sent back to their lockers or any previous classes for forgotten items. Check your area before you leave the classroom. If you leave any materials in this classroom, you may not interrupt during class time to retrieve any items left behind. If you do not get it between classes you will have to wait until dismissal or the following morning.

Completing Work

Students are expected to complete their work in the allotted class time. Students will be given plenty of time to complete assignments and ask for help in class. There is no assigned Homework. after school at least one day a week for help or make up work. If you are absent you are still responsible to complete all the assignments you missed except for typing. For every day absent you will have 2 days to complete the work. There will also be videos of all direct instructions posted on the class website.

Grading Procedures for Late Assignments

Formative: Any late submissions will receive zero credit except for formative projects. If they are one day late will result in a 10% deduction. Anything after one day will result in a 50% deduction and can be made up until the end of the marking period. that can be made up by the end of the marking period

Performance: All tests and quizzes can be made up throughout the end of the marking period. Projects, papers, presentations that are one day late will result in a 10% deduction. Anything after one day will result in a 50% deduction and can be made up until the end of the marking period.

Accommodations will be made for Students with 504s, IEPS, and who are ELL.

Plagiarism

All files handed in during PCA are expected to be of your own work.

Any plagiarizing of work will result in a disciplinary referral.

Any work found to be plagiarized will receive a grade of zero in the gradebook for the work and that student will not be eligible to make up the work.

Any student found aiding in the act of plagiarizing work will also receive a zero for the work plagiarized and will not be able to make up the plagiarized work.