

Mr. Lavendel's Computer Applications 1

www.ikitomi.com/MtEden/Apps1.html

2023-2024 Mt. Eden High School, Hayward, CA

This class is a foundation for using the computer as a tool for schoolwork and beyond. The main goal of the class is to teach you to be productive users of key digital tools, in particular the **Microsoft Office** suite. Using **Word** to write and format letters, resumes, papers and newsletters. Using **PowerPoint** to create and present proper and effective slideshow style and interactive presentations. Using **Excel** to store, organize and analyze data. We will also look at the equivalent applets in **Google Drive**.

As the course progresses, you will be learning the basics of **how to use and manage a computer**, including; working and navigating in a computer networked environment, how to store, organize and protect your personal data and how to do **on-line research**. You will be learning a bit about how the computer works and some of the **basic principals of typography**.

We will also be looking at the extent, practice and meanings of digital media in our computerized society. Here the main aim of the class will be to learn about **internet safety and ethics**, and to demystify media by deconstructing media technologies and practices and by challenging you to be **critical media thinkers** instead of passive media consumers.

There will be an opportunity to learn about **financial literacy** and **investing money**.

Class curriculum, projects and assignments will center on themes of social/economic justice and activism.

Classroom & Lab Procedures

R.I.C.H.

Respect, Safety and Care for People, Community, Environment & Equipment.

Integrity: Follow through: do what you say you will do.

Courage: Have the courage to talk about and do what you believe in.

Honesty: If you make a mistake, own it, learn from it & move on.

- **No Cell-Phone use during class** put away as per MEHS policy. Students may listen to music on headphones while doing independent seatwork.
- **No putdowns** or inappropriate language. Common courtesy and mutual respect is expected from everyone. Respect yourself, others, the environment, equipment, and your adult mentors. Say and do only those things that will build and help the community and learning space in this classroom.
- For the health and safety of our equipment there needs to be: **No Food & Drink in this classroom!** *Reality check*: I know that many of you will be eating and drinking here anyway. So don't hide it, be responsible and keep your food, drinks and trash as far away from the computers as possible. Pick-up, recycle and throw your trash away. No food and drink spillage. Control your consumption: think about what you are eating and drinking. **NO GUM!**
- At the end of class log-off, cleanup and straighten-up your workspace before leaving. Please respect the computers and the classroom so that others can use the space and equipment too.
- You are encouraged to help each other and collaborate with work in class. **BUT YOU MUST DO AND TURN-IN YOUR OWN WORK!**

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Materials

All textbooks, workbooks, simulation packets, and classroom equipment will be provided.

Classwork & Homework

There will be little or no homework assigned in this class. All of the assignments and projects are to be done during class time: there will be plenty of time allocated in class to finish them. There are no textbooks, and the lessons are all participatory. Because of these factors, regular attendance is essential for your learning, achievement, and grade: **you must be in class**. If you cannot accomplish the work in class, then you must finish it at home or during a free period at school. I am also available to help you with your classwork, by appointment, outside of class time.

You are responsible for all of the work. If you are absent, for whatever reason, you must determine what has been assigned, complete it and turn it in a timely manner. All of the assignments, projects, quizzes, tests and mindfulness journal prompts can be found in Google Classroom and on the daily class web pages at: www.ikitomi.com/MtEden/Apps1.html. I mostly accept work until the last day of the semester, WITH NO PENALTY. Please talk to me about your missed assignments. The key here is your COMMUNICATION—with me!

Google Classroom

Assignments will be given and turned in online through Google Classroom. You must check and use Google Classroom and the Google Apps to complete some assignments and some others to turn them in. There are some regular weekly assignments to be filled out in Google Docs and turned into Google classroom—your weekly Lifeline (Kick-off questions), and Inspiration Notebook and Mindfulness Journal entries.

Quizzes & Practical Skill Tests

All of the Unit Final Exams will be practical tests, showing your skills at using a program. The quizzes are taken online and are accessible from Google classroom. If you wish to improve your score, quizzes may be retaken at any time up until the end of the semester in which they were given: if you wish to do so you must tell me so I can delete your previous quiz submission. You must schedule a time outside of class to retake a written quiz or practical skill test.

Participation

Most of the work in class is in class and is graded as participation. Participation grade points include Lesson exercises, Inspiration Notebook, YOYOs, Work Sheets, Assigned Notes, Mindfulness Journal and Lifelines.

Grading

Grades are determined by a point system. The points given are weighted according to this scale:

- 45% Participation
- 30% Assignments
- 25% Quizzes & Practical Skill Tests

Grades are determined by the percentage earned of the total points possible and letter grades are assigned as follows:

- 100–88% A
- 87–67% B
- 66–46% C
- 45–25% D
- 24–0% F