

Mr. Lavendel's Computer Applications 1

www.ikitomi.com/MtEden/Apps1.html

2019-2020 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.
- **Hats & Hoodies off** as per MEHS policy.
- **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!**
- You and your Parent/Guardian must sign a computer use agreement form before you are assigned a computer.
- 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!**

Visitors, MUST...

1. Have written permission from their teacher.
2. Have my permission.
3. Sit at a free computer—no room, no visitor.
4. Have work to do, on their own.
5. Not disrupt the class.

Contact Me @

Email: llavendel@husd.us

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Materials

All textbooks, workbooks, simulation packets, and classroom equipment will be provided. However, you **must have the following items in class everyday:**

- **USB flash drive 1GB or more: I will not be responsible for your lost or corrupted files.**
- Pen or Pencil.
- **Toolkit Handouts:** stored somewhere convenient and protective like in three-ring binder or folder.

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 by clicking on the **Work-2-Date** link found on the class web page at: www.ikitomi.com/MtEden/Apps1.html or by going to the Google classroom. Talk to me about your missed assignments. Some assignments will be accepted after the due date but the amount of possible points may be reduced. The key here is your COMMUNICATION—with me!

Google Classroom

Most assignments will be given and turned in online through Google Classroom. So you must check your email and use Google Classroom and Google Docs to complete some assignments and many others just to turn them in. NOTE: there are two regular weekly assignments to be filled out in Google Docs and turned into Google classroom—your weekly Lifeline (Kick-off questions) and Mindfulness Journal entry.

Quizzes & Practical Skill Tests

All of the Unit Final Exams will be practical tests, showing your skills at using a program. Most of 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. You must tell me if you do, so I can correct the quiz and enter your new score. I will keep the highest score that you earn. 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, YOYOs, Work Sheets, Assigned Notes, Mindfulness Journal and Lifelines. **Points for Movie Work Sheets cannot be made up.**

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