

Mrs. Banovz's Syllabus for . . .

# COMPUTER CONCEPTS

January 2010

Cartersville Intermediate School

## What is Computer Concepts?

Computer Concepts is a one-semester class designed to introduce 8th grade students to a variety of computer software and to continue developing proficient computer skills.

Students will be introduced to and the focus of computer concepts is on the following software applications:

- \* word processing
- \* presentation
- \* spreadsheets

If time permits we will explore desktop publishing and HTML.

In addition, we will discuss internet safety and use various search engines to research information and evaluate web sites on the internet. Proper keyboarding technique will be reinforced throughout the semester.

This is very important for those who spend a lot of time typing on the computer to prevent the occurrence of Repetitive Stress Injuries (RSI).

Approximately two weeks are spent discussing the evolution of computers and the pioneers who played a part in the development of computers today. Students will also be instructed in the proper usage of punctuation spacing and proofreading.



**For this class, you will need the following EVERY DAY!**

- Pen or Pencil—every day!
- Three-ring binder (1" thick)
- Tabbed Dividers (5 minimum)
- Paper is provided
- Student Planner
- Good Attitude!!

**Grading:** Student grades will be posted on STI. Since students projects often take several days to complete, there will not be many grades entered. If you have a question about your grade, please see me. The following items are used to calculate your grade.

Category	3rd Qtr	4th Qtr
Class Participation & Behavior** (graded daily/entered weekly)	20%	
Daily Assignments (numerous)	50%	
Keyboarding Technique Grades (2—3 per quarter) and Binder Checks (2—3 per quarter)	20%	
Tests & Quizzes (2-3 per quarter)	10%	

**See page 2 of this syllabus for extra credit opportunities.**

## Participation/Behavior System\*\*

Students begin each class with 4 participation points, which they earn by following the four classroom expectation principles:

1. maintain appropriate conduct and behavior
2. bring required materials to class
3. pay attention and participate during class discussions and projects
4. stay on task during class time

One point will be deducted for each of these principles that you violate. Additional points may be deducted for gross misconduct. **In addition, lunch detentions may be given for classroom misconduct.**

**Absences.** Points will be deducted for the following: excused absence (-3 pts), unexcused absence (-4 pts). Absence points may be recovered by making up the missed class time in the computer lab before or after school or during lunch recess.

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## Contacting Me

I am at Carterville Intermediate School during 5<sup>th</sup> – 8<sup>th</sup> hours and after school. The phone number is 618-985-6411. You may also e-mail me at [cbanovz@cartervillelions.com](mailto:cbanovz@cartervillelions.com). Please contact me if you need to make arrangements to meet at a different time. Students can work in the library during the hours which I am not here. They may also work in the computer lab with me during their lunch hour, if necessary.

## Class Web Page

My web page on the CIS web site contains contact information as well as class assignments, handouts, and due dates. **If you are absent or need copies of handouts, please use this resource.** My web page can be accessed through the CIS site at [www.cartervillelions.com/intersch/index.html](http://www.cartervillelions.com/intersch/index.html). Most handouts are saved in .pdf format and require Adobe Reader to view. The link is available on my page for this free download.

**Class Wiki:** We may be using a class wiki this year to communicate changes in the schedule, questions, etc. Our class wiki can be found at <http://cisbanovz.pbworks.com/>. This is a public wiki, which means that anyone can view it. I do have it set up so that only those who log in can post comments. Students in this class will be given a user id and password so that they can log in. I will post assignments and “how to” instructions on the wiki. I will also make daily comments regarding students progress on projects and assignment changes . . . **please check the wiki daily!**

Every day may not be  
good, but there's  
something good in  
every day.

~Author Unknown

## Extra Credit Opportunities

There are several extra credit opportunities available for students throughout the semester.

- \* **Kleenex/Hand Sanitizer**—During the first two weeks of the semester, students may bring in one or more boxes of Kleenex or a bottle of hand sanitizer for use in our classroom. Please **do not** bring in tissues with lotion. This is a one time opportunity for 5 bonus points. (Please see me within the first two weeks of the semester if an alternate option is necessary.)
- \* **Homework Completion**—Students who turn in **all** of their assignments each quarter will receive 15 bonus points calculated in their quarter grade.
- \* **Surprise notebook/binder checks**-Notebook checks that are graded will be announced. I will also have unannounced notebook checks available for extra credit. Students will receive 10 bonus points if they have their binder/notebook with them on these days.

Other opportunities may be offered at the teacher's discretion.



**Food, drinks, and GUM are not allowed in the computer lab!!!**

# Mrs. Banovz's Expectations

To ensure a smooth, well-functioning classroom environment, the following four principles should be followed by students in Computer Concepts.

## ◆ RESPECT

**Respect each other.** Show respect to everyone who enters our classroom, including self, peers, teachers, visitors, and their belongings.

**Pay attention.** When class starts or I am giving instruction, you should be in your seat and attentive. Students may move around the classroom freely **during working time only** to go to the printer, throw something away, etc.

## ◆ ORGANIZATION

**Come to class prepared.** Bring all required materials to class each day. Keep all handouts and graded materials in their proper place.

## ◆ RESPONSIBILITY

**Take responsibility for your work space.** Clean up after yourself.

**Complete assignments correctly, accurately, and on time.** Unless otherwise noted, all assignments are due at the beginning of class.

## ◆ APPROPRIATE USE

**Use computers properly and ethically. Comply with computer and internet policy** as stated in the Computer Rules handout and in your student handbook.

## ◆ Stay on task.

## Tip for Success

Remember, a computer class requires *using computers in class* (that is why it is called a computer class!)



Therefore, if you want to succeed, you must attend class as much as possible. Most work is done in class; I rarely give homework assignments. But, if you are not here, you cannot get your work done on time. There is time built into the project deadlines for absences and minor computer problems. If you should be absent for any reason or do not feel that you will be done by the due date, you must make arrangements to come in during study hall or before or after school. Be aware of this when scheduling absences from school (such as doctor or dentist appointments).

***I have received both the Computer Concepts Syllabus and Rules for Computer Users and understand the expectations and consequences for both the class and the computer lab. I understand that if I violate any computer rules stated in either document or in the student handbook, I may be removed from this class and/or have my computer privileges revoked.***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**Note:** Keep this signed syllabus in your binder and the green signed copy of the signature sheet to me.