

# 2013-14 KMS Computer Applications Syllabus

Mr. Coffman

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*Computer Applications is a semester class, emphasizing basic computer functions and skills with emphasis on Microsoft Office 2010 and the Internet.*

## General Content

The goal of this course is to help students improve their ability to efficiently use technology and computer programs. Our work will be completed on computers running Microsoft Windows 7 and Microsoft Office 2010. The Microsoft IT Academy tests provided for students to take at the end of the course are not affiliated with schools, but recognized by businesses worldwide. A free Windows Live, Outlook, .NET, or xBox 360 email account is needed for access to online content.

## Grading

The Kingston Middle School grading policy will be in effect (see the student handbook).

Grading criteria also includes:

- Student participation based on daily class work completion and attitude
- Microsoft PowerPoint (7<sup>th</sup> Grade)
- Microsoft Word (7<sup>th</sup> Grade)
- Microsoft OneNote (8<sup>th</sup> Grade)
- Microsoft Excel (Available for advanced students)
- Meeting standard computer applications final exam

## Homework / Late work / Absent work

*No homework, only in class assignments.* Make-up work will be the student's responsibility when s/he returns. You will need to contact the teacher to determine what work needs to be made up. In the case of an excused absence, the work must be completed and returned to the teacher within one week after assigned. All late/absent work must be turned in to the "late work" folder.

## Classroom Procedures & Expectations: "Be RESPECTFUL!"

1. Be in your assigned seat, at the beginning of the period.
2. Students are NOT allowed in the computer lab without a teacher present.
3. Be prepared for class with all materials.
4. Always log on under your own name! When finished, please log off by returning to the student sign in screen.
5. You are expected to follow the *NKSD Technology Code of Conduct* outlined in *The Electronic Information System Acceptable Use Policy Release form*. Violators may lose the right to use the computers at the teacher or district's discretion.
6. No littering, junk food, or drinks in class. Keep it neat and clean.
7. Respect and courtesy will be shown to all students, teachers, and guests.

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Please sign and return this section by \_\_\_\_\_.

**I understand the policies and procedures that will be in effect for the successful completion of the Computer Applications class. I will abide by the above expectations.**

Name (printed) \_\_\_\_\_ Period \_\_\_\_ (signature) \_\_\_\_\_

Parent (signature) \_\_\_\_\_

\*PARENT/STUDENT EMAIL (print clearly)

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