

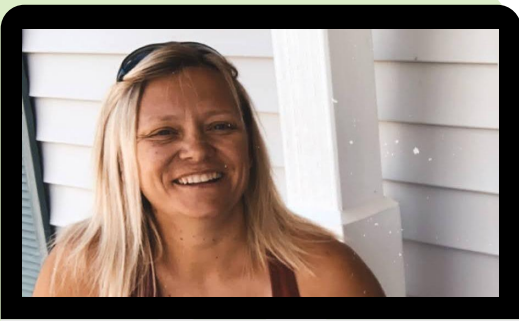
COMPUTER APPLICATIONS

6TH HOUR 1:44-2:44PM

CLASSROOM CODE: TLK4MWI

MEET LINK

[HTTPS://MEET.GOOGLE.COM/LOOKUP/GT7ZG2S675](https://meet.google.com/lookup/gt7zg2s675)



TEACHER INFORMATION

Mrs. Jennifer Callaway

(417)473-6101 Ext 137

jcallaway@nianguaschools.com

Planning Period: 1st Hr (8:00-9:00am)

CLASS DESCRIPTION

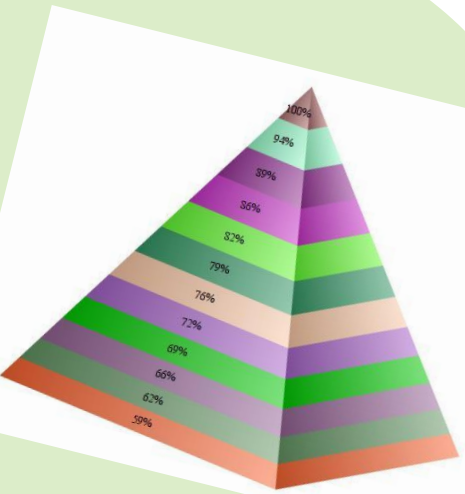
This course will cover the the most important topics of Microsoft Office 2013. You will first be presented with an overview of Windows 8.1, file management, basics of Microsoft Office 2013 and using help in Office. Once you are comfortable with the basics of operation systems and file management, you will learn the Office applications, including Word, Excel, Access, PowerPoint, and Publisher. Google Applications will also be included. Docs, Sheets, and Slides will be introduced simultaneously with the Microsoft products. You will also learn to integrate these applications, complete a capstone simulation and create an electronic portfolio.



GRADING SCALE

Your final grade will be evaluated based on your effort put forth in the classroom, completion of assignments, and test grades.

Letter grades will align with the percentages as indicated in the student handbook.



LATE/MISSING ABSENT WORK

Students must complete all assignments to successfully complete this course.

Responsible students, like responsible employees, should not submit late work.

Ample class time is given to complete assignments. Late work will receive a 10% deduction for each day it is late.

All students who are absent from class have the opportunity to make up work within three days of their absence. It is the student's responsibility to inquire about missed work. If a student is absent from class on the day of a test he/she will need to set a time to make up the test. Students are also responsible for participating in planned activities on their return to class.



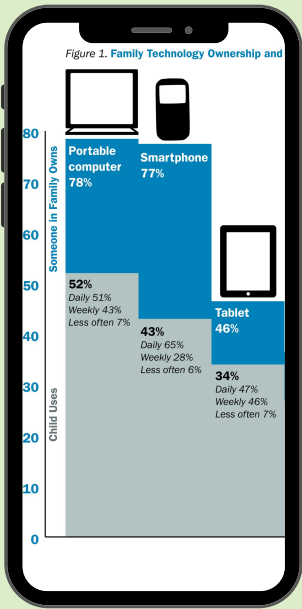
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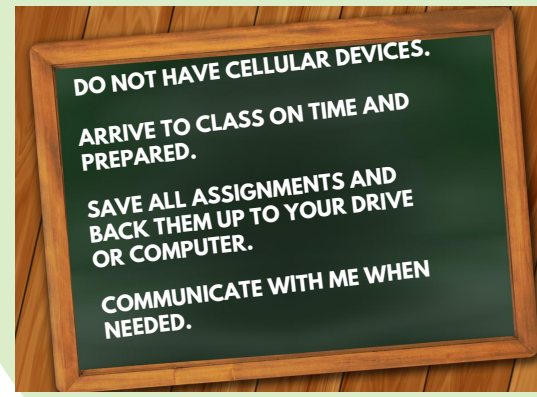
TECHNOLOGY USE

If a student is involved in any inappropriate activities the student will be removed from the computer and accommodations will be made.

If a student is found viewing, downloading, or searching for inappropriate materials over the Internet, their privileges will be revoked as in accordance with the schools Internet Use Policy.

KEYS TO SUCCESS

While unforeseen events do happen that can make school difficult, pursuing success is a choice. To help ensure every student is successful please follow the guidelines listed to the right. .



VIRTUAL LEARNING GUIDELINES

Make sure you and your parents know ALL of your passwords. However, make sure that no other students know them!

Be sure that you and your parents have read the Virtual Guidelines posted by the district. These rules will be applicable to this course.

- Log into the class link found on Google Classroom on time. If you are late joining you will be counted absent.
- Find a spot for class with no distractions. Never join our class from your bedroom or bathroom.
- Dress appropriately for class. The better you look the better you feel!
- Put your cell phones away during class.
- Mute your microphones but activate your cameras so I can see all students attending class.
- Be an active class participant during questions and discussions.
- Cheating and plagiarizing will be immediate write-up and a grade of 0 will be assigned.
- MOST IMPORTANTLY....always communicate with your teacher. If I don't hear from you your parent will hear from me :(

STUDENT SIGNATURE _____ DATE _____
 PARENT/GUARDIAN SIGNATURE _____ DATE _____