

## **Wellsboro Area High School: Computer 1 Course Syllabus**

**Teacher:** Mrs. Kramer

**Textbook:** A Guide to Microsoft Office, Lawrenceville Press

**Curriculum content will be based upon the PA State Standards and Common Core**

**Requirements:** Single Subject Spiral Notebook and Folder

**Course Content:** The objective of this course is to provide the student with “hands-on” experience using word processing, spreadsheet, and presentation software. Students will be encouraged to think, collaborate, and share different ways to attack and solve problem situations while using the Microsoft Office software.

**Grading:** Your grade will be determined by homework, quizzes, tests, notebook, and class participation. Your grade will be calculated by dividing the total number of points you earned, by the number of points you could have earned during the marking period.

### Special Points of Interest

1. All chapter assignments are due by the designated test date. If you turn in an assignment after the test date, the assignment will drop one letter grade for every day it is late.
2. **Extra credit** will be given at the discretion of the teacher.
3. You will be required to complete a **final exam/final project**.
4. You will be required to keep a **notebook**.
5. **Semester Grade Calculation:**  
1<sup>st</sup> nine weeks = 40% of grade  
2<sup>nd</sup> nine weeks = 40% of grade  
Comprehensive Final Exam = 20% of grade

**Percentage grades will be converted using the following scale:**

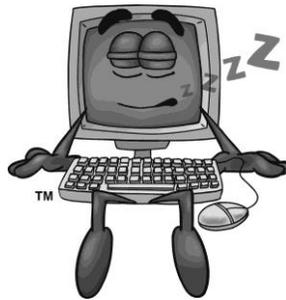
A= 93-100, B = 85-92, C = 77-84, D=70-76, F = 69 and below

### **General Classroom Rules**

1. Be on time for class.
2. You will only be able to leave the room using a hall pass from YOUR agenda.
3. Remember, the only technology that should be visible is your laptop. You must bring your laptop to class every day.
4. Make-up work is your responsibility. No assignment will receive credit with an unexcused absence. This includes: quizzes, tests, and homework assignments.
5. You will only be allowed to play games or use the Internet when all work has been completed.
6. Attendance is **VERY** important in this class. If you are present in school, but will miss class due to a field trip, athletic event, early dismissal, etc., you must see me for the homework assignment. You will be held accountable for assignments the next day. This includes quizzes and tests. Excuses for absenteeism must be given directly to me at the beginning of class. You may email me, ([mkramer@wellsborosd.org](mailto:mkramer@wellsborosd.org)) if you are absent from school and would like to receive the homework assignment for the day or you may check the **parent portal**.
7. *Cheating* – If you are caught cheating on any assignments, quizzes, or tests, you and all responsible parties will receive an automatic 0 on the assignment, quiz, or test. Please refer to the districts policy on plagiarism.

**Expectations:** You are expected to have assignments completed on time. You are expected to be honest students and to do your own work. You are expected to seek help if you need it. I will be available before and after school most days. Successfully completing this course requires that you keep up each day!

Learning is a treasure that will follow its owner everywhere.  
Chinese Proverb



<http://www.bing.com/images/search?q=free+computer+clipart&view=detail&id=6A6255C697328C8FC39B610DF23F73BBBFA6E7DB&first=1>

Dear Parents and Students,

Please read the syllabus for this course so that you understand what is expected. If you have any questions, please contact me at 570-724-3547 or via email at [mkramer@wellsborosd.org](mailto:mkramer@wellsborosd.org). I look forward to a very successful year with your student!

Sincerely,

Mrs. Kramer

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**Syllabus Receipt Form – Computer 1**

We acknowledge receiving a course syllabus for the Computer 1 course curriculum.

Parent - \_\_\_\_\_

Student - \_\_\_\_\_

Date - \_\_\_\_\_

**CONTACT INFORMATION:**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_