

## **Expect Excellence in ELCO High School**

### **Classroom Expectations for Students enrolled in Personal Computing**

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Use PowerSchool at [https:// powerschool.elcosd.org/ public](https://powerschool.elcosd.org/public) to check class progress and grades  
OR  
email me at [AHicks@elcosd.org](mailto:AHicks@elcosd.org)

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#### **Behavior**

Students are responsible for maintaining proper behavior, which respects the rights of all individuals involved in the educational process.

1. Students are expected to be courteous and polite to all other individuals in the classroom.
2. Students are expected to be working and participating in all class activities and assignments.
3. Students will remain seated throughout the class until they are excused.
4. All behavior regulations listed in the student handbook need to be followed.

#### **Classroom Participation**

Students are responsible for participation in classroom activities and for completing assigned work.

1. Students must complete all assignments by the day they are due.
2. No late papers are accepted; work assigned in advance is due on a given date in class. There will be no exceptions or running to the locker for work that should have been brought to class.
3. Students are expected to voice their questions, answers, and opinions pertaining to the subject of the class at appropriate times and in an acceptable manner.

#### **Attendance**

Students are responsible for regular school attendance, to report to their assigned classes on time, and to make up work missed due to absences.

1. If a student is absent, he or she is expected to make arrangements with the teacher to complete any missed work.
2. Students are expected to complete all work missed when absent in a timely manner.
3. On the fourth lateness to class a student will be assigned detention and for every lateness thereafter.

#### **Educational Materials and Equipment**

Students are responsible for the proper care of all the educational materials and equipment they use. Any equipment damaged by students will result in detention and payment of repair costs. Students should bring all folders, books, and materials to class every day and should not expect to run to their lockers.

## Grading Procedures

Students are responsible for understanding the grading procedures established by their teachers. Parents may access student grade information online through Power School For Parents.

Students will be graded on five units:

1. **Keyboarding/Formatting:** This unit will consist of a keyboarding review, report formatting, the Differential Aptitude Test, and a spelling review of the most commonly misspelled words.
2. **Excel/Merged Documents:** Students will explore the basic concepts of using spreadsheet programs and integrating all of the Office software.
3. **Internet/Research/Note Taking:** Students will review using the Internet and library resources to conduct research. Also, proper citation of these sources in research documents will be covered along with a discussion of plagiarism and its consequences.
4. **PowerPoint/Presentation Skills:** Students will review the basics of using presentation software. Emphasis will be placed on proper presentation skills, including professional appearance and poise.

Grades will be calculated as follows:

25.2% Keyboarding Technique/Warm Ups/Lessons  
74.8% Class Participation/Daily Assignments/Tests/Quizzes

5. **Final Exam/Final Project:** This project will consist of researching a student chosen career area, preparing a typed research paper based on the information found, then preparing a PowerPoint slide show to present the information to the class.
  - No parental/other student assistance will be allowed on this project; therefore, all aspects of the power point presentation must be done in the classroom.
  - As part of the presentation, students must provide visuals pertinent to their careers as well as be dressed in proper business attire (no jeans or sneakers).
  - Students will be assigned a presentation date. Only a doctor's note will excuse a student from presenting on the assigned date.

Student/Parent:

If you have any questions or concerns throughout the course, please do not hesitate to contact me.

Please sign below to verify that you have read the above information.

Thank you and have a great semester!

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*Cut and return with signatures on the second day of class.*

I have read the course description and understand the expectations and procedures for the Personal Computing course.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_