

COMPUTER SCIENCE I

2009-2010
Mrs. Stafford



Expectations and Procedures FAQ's

Q. “What will I learn in Computer Science I?”

A. “This is a one-semester class worth 1/2 high school credit, designed to prepare students to compete in today's technological society. The following will be covered:”

1. Keyboarding
2. Microsoft Office 2003, with a focus on:
 - a. Microsoft Word – advanced word processing skills
 - b. Microsoft Excel - further development in spreadsheet & graphs
 - c. Microsoft Access - database, form letters
 - d. Microsoft Publisher – desktop publishing
3. Robotics programming
4. Visual Basic programming
5. E-Mail – further exploration of techniques
6. Graphics & graphic manipulation
7. Wiki web page creation and collaboration

Q. “How will I be graded in this class?”

A. “Grades are based on points gained on computer assignments in class, tests and quizzes, note-taking in class, and class participation. For projects and assignments done with a partner, both students will receive the same number of points. Attitude and effort will be considered if the grade is borderline. The Board-adopted grading scale will be used:

A= 93 – 100% B= 84 - 92% C= 71 - 83% D= 63 - 70% E= Below 63%

Q. “What do I need to bring to class *every day*?”

A. “Pencil or pen, computer folder with 2 pockets and a center section for notes, and filler paper are ***daily requirements***. You will be taking notes in class during demonstration and you will need to keep all vocabulary, handouts, assignments, tests and quizzes in this computer folder all semester. There will be a final exam, so it is important to keep track of everything the entire semester.

Q. “What do I do if I’m absent?”

A. “It is your responsibility to get missed class work when you return from an absence. Please see me the day you return during computer lab time, not at the beginning of class which tends to be a hectic time with attendance, questions and demonstration of new material. Make-up work is due as school policy indicates. Computer make-up time is available before school, after school and during some lunch periods. ***Make arrangements with me.***

Q. “How much homework can I expect in Computer Science?”

A. “This is a “hands-on” type of a class, and a large percentage of the time is spent in the lab *on the computers*. Therefore, homework is rarely given. From time to time, you will be required to finish assignments at home.”

Q. “What if I am late to class?”

A. “You are expected to be in your assigned seat before the bell rings, with required materials. You will be marked tardy if this does not occur, unless you have a pass from another teacher.

- ◆ If you are tardy with no pass, you will be given a warning with my signature in your assignment book.
- ◆ If you do not have your assignment book OR there are no more spaces left for my signature, you will be given a detention.
- ◆ Office referral if tardiness becomes a habit.

Q. “How can I stay out of trouble in Computer class?”

- A. “1. Treat the equipment, your work and the work of others with respect.
2. Listen carefully and follow directions the first time given.
3. Only ***low volume*** conversation is permitted during work time.
4. Food, drinks and gum are not permitted in the classroom!
5. Speak appropriately. Watch your language. Rudeness will not be tolerated.
6. Always clean up your area and exit quietly ***when you have been dismissed.***
7. Adhere to “Rules at the Computer/Proper Care for Computers”.
8. All restroom breaks should be completed before class. Emergencies will be considered as need arises. You will be permitted out of the classroom, if you have a line open for my signature in your assignment book on the current grading period. Please wait for my signature, sign out and take the pass.
9. Students misbehaving during class time will be dealt with severely. The misbehaving student prevents the remainder of the students from learning.”

Q. “Is there any extra credit available?”

A. “If **all** assignments are completed, there are several extra credit opportunities available. This will be discussed later.”



Parents, please note: I can be reached at any time by e-mail at sally.stafford@weschools.org . If you would like to speak with me by phone, the best times to reach me are before school, after school or during my conference time, First Semester - between 9:30 and 10:00 ; Second Semester – between 10:30 and 11:00. You may call the school office at 975-3600.

