

Computer 1

Syllabus

Computer 1 is an introduction to computer hardware and software. Computer 1 is designed to familiarize students with common computer components and to assist students in the use of software that they will see in their core classes at MEHS.

When you have finished Computer 1, you should be ...

1. Equipped with the needed computer skills to excel in a digital world
 2. Capable of using a broad range of computer technology – from basic hardware and software, to operating systems, applications, and the internet
 3. Ready for the work that employers, colleges, and universities want to throw your way
- Computer 1 will familiarize students with common computer hardware including processors, hard drives, and RAM.
 - Students will be introduced to the Microsoft Office Suite of software, including Word, Power Point, and Excel.
 - Students will be introduced to publishing with programs like Pixlr, Adobe Spark, Google Keep, Google Sites.
 - Students will work on keyboarding skills. The goal for Computer 1 students is to type at least 40 words per minute
 - Students will gain experience with cloud-based software and the use of Google Suites programs
 - Students will work on their own and in groups.

Grades are based on three categories:

<ul style="list-style-type: none">• Classroom Assignments<ul style="list-style-type: none">○ Daily classroom assignments are worth 10 points.	<ul style="list-style-type: none">• Tests and Projects<ul style="list-style-type: none">○ Tests and projects are worth 100 points	<ul style="list-style-type: none">• Quizzes.<ul style="list-style-type: none">○ Quizzes are worth 50 points.
<ul style="list-style-type: none">• The final exam is worth 200 points. Grading is based on the MEHS grading scale:<ul style="list-style-type: none">○ 90% – 100% A○ 80% – 89% B○ 70% – 79% C○ 0% – 69% NC		

All assignments should be turned in on time.

- Late work will be assessed a 10% penalty per day, with a maximum reduction of 50%.
- Work will no longer be accepted at the end of a unit, or after the test for that material.
- Ms. Drain will not take late work during the last week of the semester.
- If a student needs to miss class for athletic, academic, or personal reasons, the student must talk with Ms. Drain ahead of time.
- Classroom participation is expected.
- Computer 1 will engage students in group activities and discussions.
- Students will participate in presentations to the class.
- All students will be expected to participate with group activities and presentations.

Classroom RULES:

<ul style="list-style-type: none">• Stay on-task	<ul style="list-style-type: none">• Work Quietly.	<ul style="list-style-type: none">• Request assistance when needed.
<ul style="list-style-type: none">• Remain in your seat.	<ul style="list-style-type: none">• Finish task.	<ul style="list-style-type: none">• Meet task expectations

