



PINE VALLEY MIDDLE SCHOOL

2009 - 2010

COMPUTER APPLICATIONS



Instructor: **Mrs. Nair**

Voice Mail: **479-7760**

Email: snair@srvusd.net

Dear Parents and Students,

Welcome to the new school year! Your child is currently enrolled in the single semester course, **Computer Applications** Class. This class is a computer lab class where students will work on many assignments using computer equipment, peripherals and supplies.

Please review class guidelines, course objectives and goals. The due date for students to return the attached class guidelines signed by both parent and student is Friday, **September 4th**.

COURSE GOAL AND OBJECTIVES

Students will continue to build keyboarding and intermediate computer and technology use skills. New applications and detailed projects will be introduced in Computer Application class. Students will learn skills that can have a direct positive impact on their daily school life. The class will follow the San Ramon Valley Unified School District technology standards.

PRIMARY PROJECTS

Students will complete several projects. Projects may include: slideshows, web pages, travelogue brochure, image editing, and project planning.

MATERIALS REQUIRED

Headphones / Earphones

COMPUTER LAB USE

Students must follow all District and Pine Valley Technology Use Rules. Students are expected to act in an orderly and courteous manner. Any behavior that interrupts instruction or another student's opportunity to learn is not acceptable. Students who behave in a disrespectful way or improperly use equipment or network access will lose the privilege of using equipment. An alternate assignment will be given and parents or guardians will be notified. No additional time will be allowed to make up assignments missed due to inappropriate behavior.

CLASSROOM EXPECTATIONS

- Respect yourself and others.
- Respect our equipment and facilities.
- Use good common sense.
- Follow all school rules.
- Come to class prepared and willing to learn.

TARDY POLICY

Students must be in class and seated before our class bell rings.

1st tardy = Warning

2nd tardy = Litter pick-up

3rd tardy = Litter pick-up and parent/guardian notification

4th tardy = Office referral

FEE

In order to support a computers and technology program it is necessary to ask for a **\$20.00** donation per student. This money will be used for buying new software/equipment and upgrading programs. Please make checks payable to Pine Valley Middle School.

GRADING

Grading will be based on the following criteria (approximate percentages):

25%: Class Participation, Assignment Completion.

25%: Daily Progression toward Assignment Completion.

50%: Quality of completed Projects and Assignments.

Grades will be posted online following completion of assignments and projects. Grades will be updated weekly. Please log on to School Loop to check grades online (<http://pvms.schoolloop.com>).

Most work is to be completed in class on an assigned computer in the time allocated for each project; however, students must bring their BINDER REMINDER to class for recording important project deadlines. If you are absent and need additional time to complete your assignment(s), please make arrangements and meet me after school in the Computer Lab. Make up work time must be scheduled within one week of absence.

I look forward to an exciting and rewarding year.

Sincerely,
Mrs. Nair