

Introduction to Computers A
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Course Description

In *Introduction to Computers A*, students develop the computer skills needed to succeed in high school and beyond. The major topics include typing, Internet searches, word processing, spreadsheets, and presentation software.

Required Materials

- USB Flash Drive
- Pencil /Eraser

If you are unable to provide these materials for your use in this course, please see your counselor.

Late Work and Do Overs

It is important to demonstrate that you can meet each of the learning targets. It is therefore important that all assignments are completed. You may turn in late work for full credit, however your work habits grade will be affected.

Learning Targets

The following are the learning targets for this course. Students should read each statement and strive to master each one by the end of the semester:

#	%	GB	Target
Y-1	15	LT1	I can type using correct hand placement with speed and accuracy.
Y-2	15	LT2	I can search the Internet and discern which results are accurate and which might be fake.
Y-3	15	LT3	I can write using correct English grammar, capitalization, punctuation and spelling.
Y-4	6	LT4	I can produce written and software artifacts that meet oral and written specifications.
S-1.1	6	LT5	I can open, save, rename, zip and other actions to documents and folders according to specifications.
S-1.2	7	LT6	I can format text including but not limited to fonts, bold and italic.
S-1.3	6	LT7	I can use a spell checker and understand when the spell checker might be incorrect.
S-1.4	7	LT8	I can format a page with margins, headers, footers, tabs, justification, and columns.
S-1.5	6	LT9	I can insert images, clipart, text boxes, and WordArt in documents.
S-1.6	6	LT10	I can use drawing tools in a document.
S-1.7	6	LT11	I can create, format, and sort lists and tables in a document.
S-1.8	5	LT12	I can write a block style letter and a modified block style letter and know when each is used.

Subject Grading

Each assignment will apply to one or more of the learning targets. You will receive a grade from 0-4 on each learning target that applies to each assignment. If you do not turn in work, it may not be possible to assess you for that learning target.

Detailed assignments by learning target will be given to you so you can keep track of whether or not you have turned in the minimum number of assignments to receive a score on the target.

Mastery Scale

M4 – Mastery	Student demonstrates complete and detailed understanding of the learning target and can help others who need assistance.
P3 – Proficient	Student demonstrates understanding of the learning target but may need some guidance.
B2 – Basic	Student demonstrates some understanding of the learning target but makes mistakes when working without assistance.
N1 – Novice	Student has limited understanding of the learning target
NW	Student did not turn in work.

Grading Scale

A	Mastery in at least 8 of 12 learning targets and nothing lower than proficient in the rest.
B	Mastery in at least 3 of 12 learning targets, proficient in 6 of 12 learning targets and nothing lower than basic in the rest.
C	Proficient in at least 4 of 12 learning targets, and basic in 6 of 12 learning targets.
D	At least novice ability in at least 10 of 12 learning targets.
F	Does not meet any other criteria.

Work Habits Grading

Your work habits grade is determined by whether you turn in assignments on time or not and whether you bring your materials to class each day or not.

You will receive on-time points for each assignment. Some assignments can receive partial on-time points even if they are late. All on-time points are accumulated for the work habits grade in the course.

Cooperation Grading

Cooperation grades are also earned by accumulating points. 5 Points are awarded daily for classroom cooperation. A student receives either the full 5 points or 0 points. A student will receive 0 points for any of the following reasons:

- Student is tardy to class without an excused tardy pass
- Student is absent from class
- Student is talking excessively or out of seat
- Student refuses to put away an electronic device when asked
- Student is doing work for another teacher
- Student is using a classroom computer inappropriately
- **Student is eating**

Grading Scale

The following is the grading scale for both work habits and cooperation grades based on accumulated points:

E	90% - 100%
S	65% - 89.9%
U	0% - 64.9%