

COMPUTER TECH/OPERATIONS

Mr. Voeltz

Course Description and Goals:

This Computer Tech/Operations Class is a one semester class (5 units/credits) designed to improve the student's office and business skills and to teach the latest skills and file management techniques used in offices today. A focus of the class is developing proficiency with the Microsoft Office Suite. Appropriate software is used to write and edit letters, make labels, file lists, format business forms, create exciting PowerPoint presentations, create Excel spreadsheets, manage databases and proper setup and use of email. In addition, students will acquire leadership, computer and communication skills to assist them in being responsible young adults in their community, the workforce and school.

Supplies:

Ink Pen
Notebook

Pencil
Daily Planner

Calculator

Backup Disc/Travel Drive

Students must come to every class prepared and have all their supplies and homework assignments with them or it will reflect on their grade.

Homework and Make-up Policy:

When homework is not turned in on time there will be **NO MAKE-UP**, unless the student has an excused absence. If a student has an excused absence and is out one day, he/she will have one day to turn in any missed homework. If the student is out three days, he/she will have three days to turn in any missed homework, etc. Make-up homework or missed tests needs to be requested on the first day the student returns to class and it is the student's responsibility to request the homework or missed tests. Parents will receive a notice of failure via the mail and/or a phone call when student shows signs of potential failure. It is the parent's responsibility to contact me, via telephone, to discuss the student. Absences and tardies will adversely affect the student's grade.

Grading Standard:

A	90-100%	B	80-89%	C	70-79%	D	60-69%	F	Below 60%
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Grade Structure:	20% Classroom Participation & Attendance	30% Projects and Tests
	20% Homework & Attendance	30% Final

Cheating: All students involved will be given a zero. This includes copying assignments from other students and plagiarizing.

Field Trips: Any student that does not have a C or better will not be allowed to go on any upcoming field trips.

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Class Rules:

1. Must be on time for class. If you are not in your seat when the bell goes off you are late and it will adversely affect your grade.
2. Students must attend class. Students with excess absences will not receive the full 5 credits for the class and it will adversely affect your grade.
3. Raise your hand to be called on; do not talk without being called upon.
4. No eating, drinking, chewing gum, sleeping or personal grooming in the classroom.
5. No profanity or swearing. (Detention)
6. **NO CELL PHONES** or pagers in class. (They will be confiscated)
7. No use of computers unless permission is given. If permission is given to use the internet and a student is at an unauthorized site, that student may be expelled from the class and or school.
8. Computer hardware is expensive and should be treated with respect. (No banging on the keyboard, No moving of equipment, especially mice and keyboards).
9. **DO NOT:** Explore directories or drives, download from the Internet, alter configuration of the computer system, install games or any other software or try to copy programs, and **NO PERSONAL EMAIL USE.** All students will be accountable for participating in any class fundraising activities.
10. At the end of class, all students must properly shut down their computers, clear their workspace; return their chair to the proper place and dispose of all scraps of paper.
11. The teacher will dismiss the class **NOT** the bell.
12. Act like young adults and you will be treated like young adults.

Students Signature

Date

Parents Signature

Date

Parents Email Address

Parents Phone Number