

# Computer Foundations I

MR. MARTINEZ

ROOM 306

**Dear Students, Parent(s)/Guardian(s),**

**Welcome to COMPUTER FOUNDATIONS I MSCT903 or MSCT904**

This course will guide participants through a variety of engaging, collaborative learning activities. This class will improve keyboarding speed and accuracy while incorporating word processing along with an introduction to databases, spreadsheets, charts, graphics, multimedia presentations and Internet safety/research.

First Quarter Topics	Second Quarter Topics
Touch Typing	Business Presentations: MS PowerPoint
Internet Safety - Cyberbullying	Web design - HTML
Computer Maintenance	Create a webpage
Business Correspondence: MS Word	Coding with Python
Business Spreadsheets: MS Excel	The Principles of Flight and Drone Technology

\*Subject to change at teacher discretion per class needs.

**Required materials by the second day of class.**

1 32G USB drive

1 - Quad ruled Notebook

1 - set of wired earbuds (so you may listen to the online tutorials at your own pace)

## **Cooley Cougar Expectations:**

**C** – Caring: Use appropriate language, no food or drink except water, phones off and stored in backpacks, and hats and ear buds removed.

**M** – Motivated: Come to class prepared, have a growth mindset, ask for help, respect yourself, others, and property.

**S** - Safe: Keep the aisles clear and hands and feet to yourself.

## **Policies and Procedures:**

1. Students are not allowed to enter the classroom without being invited by the teacher.
2. Students are to enter quietly and go directly to their assigned seat. If not seated when the bell rings, they are considered tardy.

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3. Backpacks/book bags are placed underneath the desk or at a designated area. No backpacks hanging on chairs or strewn along the floor.
4. **At the end of the class, students are to properly log off their computer and remain seated until the teacher dismisses the class. The teacher dismisses the class, not the bell.**
5. No eating or drinking allowed at computer workstations. A container of water is the only exception but must be capped after each use to prevent spills onto computer equipment.
6. Raise your hand when interacting with the teacher, be respectful of others during collaboration session, leave other students alone, keep your hands to yourself. Continual violations that interfere with student learning (shutting computers off, unplugging equipment peripherals, cursing at others, name calling, etc.) are considered bullying and the teacher must contact parent(s)/guardian(s) and submit a Bullying Report to the office.
7. Computer usage is for classroom assignments and other research use. Take care of the computer you are using. Notify the teacher if something is not working properly.
8. Use your bathroom passes wisely. You only have 10 per quarter.
9. Do not sit or write on the tables, lean back in your chairs, or throw anything across the room this prevents accidental injuries.
10. Personal Electronics – (computers, tablets, smartphones, air Pods, gaming systems, etc.) are not permitted in class. Personal phone use is not permitted. Violators are subject to Cooley MS disciplinary procedures.
11. Sporting equipment, skateboards, scooters, toys, stuffed animals, etc. are **not** allowed in the classroom.
12. There is no “free time” on school computers. If you finish early, go onto ALEKS, practice typing/ Vocabulary builder, or complete assignments from other classes.

## **Disruptions/Discipline:**

- Students must adhere to posted classroom policies and procedures.
- Disruptions are not tolerated. Cooley MS behavioral procedures are in the Student Handbook.

**Minor Incident Reports** are required per infraction of the CMS Expectations. **Office referrals** are submitted for serious violations per the Student Conduct Handbook, pp 13 - 14. [LINK](#) to document.

## **Grading:**

Assessments (tests/quizzes, projects, formal writing assignments) =65% of grade  
Practice assignments (in class work/reinforcement/remediation) =25% of grade  
Semester final exam =10% of grade

All assignments are graded on a 100% scale:

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90% - 100% = A

80% - 89% = B

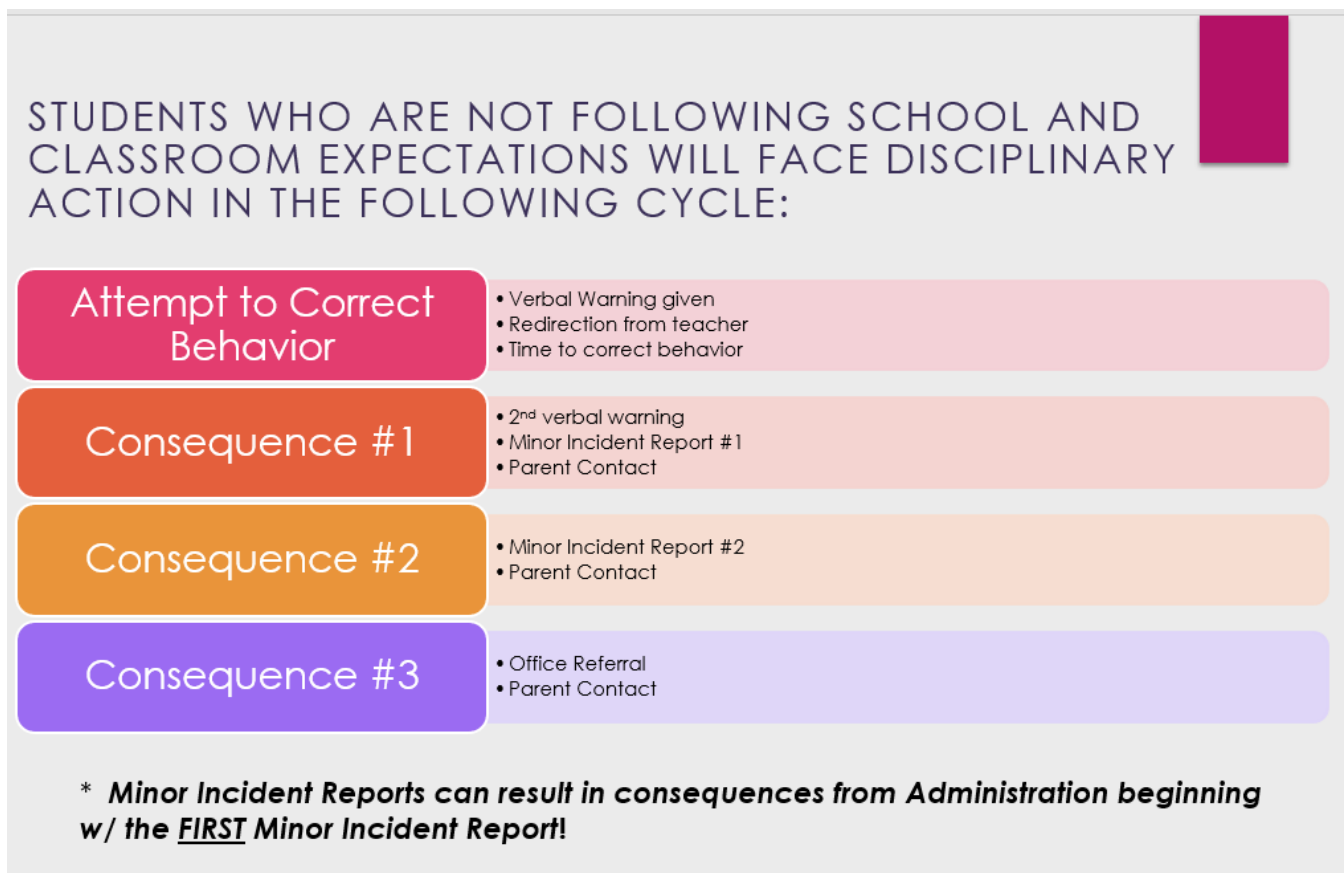
70% - 79% = C

60% - 69% = D

59% and below = F

**Retake/Redo Policy:** CMS has a school-wide retake policy. Students can retake something two weeks from the time that the quiz or test is put into the gradebook. The only items available for retakes are quizzes and tests.

## Cougar Expectations Matrix:



## Contact Information:

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