**![MC900441338[1]]() Computer Literacy and Applications**

 **Welcome to Class!**

The Computer Literacy and Applications class will help you grow in your ability to use the Microsoft Office Suite: Word, Power Point, Excel and Publisher. (MS Office 365 Online is available for home access) You will improve your accuracy and speed in keyboarding. And that’s just the beginning!

It is vital that you learn to use the Web and its information in a correct and productive manner. In this class, we regularly access the Internet and use Web tools. The ultimate goal is for you to become an outstanding digital citizen, collaborative learner, and leader.

**Students who satisfactorily complete this course with a “C” or better for the Semester are able to waive the high school credit requirement for Computer Literacy. You may view a copy of the WCSD letter on the class webpage (Misc. Info tab). A paper copy is available upon request.**

The table below lists many of the sites we will use for this class. ***Edmodo and Typing Web***: **required to have student accounts for this class.** The sites are also available to them for home use and other academic endeavors.

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| **Name of Site** | **Web Address** | **Purpose** |
| ***Pine MS******Computers*** | [***Pinemscomputers.weebly.com***](http://pinemscomputers.weebly.com/) | **Class website. Lessons, Journal Entries, and Misc. Information for the class can be accessed here.** ***Questions or Absences*: check this site first!** |
| ***\*Edmodo*****Account Required.** | <https://www.edmodo.com/> | **Student assignments submitted through this account**Discussion and collaborationBackpack feature allows assignment access beyond the classroomParent access to child’s account (with code) |
| ***\*Typing Web*****Account Required.** | [Typing.com](http://typing.com/) | Student keyboarding.  Lessons and Practice games. Can be used at home |
| ***Nitrotype*** | <https://www.nitrotype.com/> | Keyboard practice. Students compete online |
| ***Quizlet*** | [quizlet.com](https://quizlet.com/) | Practice vocabulary. Study guides. |
| ***Typing Test*** | [Typingtest.com](http://www.typingtest.com/) | Periodic keyboard assessments. |
| ***Nevada Career Information*** | [Nvcis.intocareers.org](https://nvcis.intocareers.org/materials/portal/home.html) | Career exploration |
| ***Scratch*** | <http://scratch.mit.edu/> | Uses a “blockley” system to teach coding |
| ***Padlet*** | <http://padlet.com/> | Notes, class collaboration |
| **\*Sites requiring student accounts may be added at the teacher’s discretion.****Please check the website regularly for updated information.** |

 **Please read, complete, sign, and return only the Agreement/Web Permissions page by:**

***Friday August 10th***

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| **Nevada Computer and Technology Standards:** |
| 1. **Creativity and Innovation**
2. **Communication and Collaboration**
3. **Research and Information Fluency**
 | 1. **Critical Thinking, Problem Solving, and Decision Making**
2. **Digital Citizenship**
3. **Technology Operations and Concepts**
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| **General Classroom Rules**1. **C:\Users\Erna\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\APY2JI5W\MC900056116[1].wmfFollow Directions Quickly.**
2. **Raise Your Hand for Permission to Speak.**
3. **Raise Your Hand for Permission to Leave Your Seat.**
4. **Make Smart Choices.**
5. **Keep Your Dear Teacher HAPPY!**
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|  **PINE CORE VALUES**

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| **C:\Users\Erna\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I98011YL\MC900216590[1].wmfPine’s Core Values are the basis for the Rules and Expectations in this Class.** |

**BE SAFE****BE RESPECTFUL****BE RESPONSIBLE****BE A PROBLEM SOLVER** |

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|  **Expectations for Computer Use*** **Keep Food, Drinks, Gum, and Candy OUT of the Lab.**
* **Computer settings are not to be changed.**
* **Respect the Tools and your Work Area**
* **Consider Others**
* **Surf Safely**
* **Save Often**
* **Keep your files organized**
* **Print only with permission**
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| **C:\Users\Erna\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I98011YL\MC900359621[1].wmfGRADES**Please check Infinite Campus. Grades are usually updated Friday PM**Overall Grade****Classwork:**  Points vary by assignments. Completed Journals are a significant part of the grade. **Assessments:** Includes Keyboard improvement, vocabulary, projects.**Participation:** Students earn up to 10 points weekly. Planner, ID, and attendance are included in this part of the grade.o**Behavior:** Earn up to 10 points weekly. Remember to make good choices.**Work Ethic:** Earnup to 10 points weekly. Remember to stay on task and turn assignments in when due. |

**Contact Information**

CLASS WEBPAGE: [pinemscomputers.weebly.com](http://pinemscomputers.weebly.com/)

Mr. John Gallagher

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| --- |
| **Remember to bring:****Planner and ID to Every Class!** |

775-689-2550

Room 230

jwgallagher@washoeschools.net

**Computer Literacy and Applications Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pine Middle School Class period: \_\_\_\_\_\_\_\_**

**Use Agreement/ Web Permissions**

**Please read, sign, and date BOTH SECTIONS and return by**

***FRIDAY, August 10th***

**Class Expectations/ Computer Use**

We (Student & Parent/Guardian) have read and understand the information for the **Computer Literacy and** **Applications** class. We know that if we have any further questions, we can contact **Mr. Gallagher** by phone or email.

We understand that this class is an activity-based learning experience, which means that on-time attendance and productive participation are critically important for success. Missed class time must be made up. Pine Middle School attendance/tardy policies are enforced.

We understand that the equipment in the Computer Lab is expensive and needs to be treated with respect and care. If, by some chance, the equipment is lost, broken, or damaged due to inappropriate behavior and/or negligence, we are responsible for repair or replacement costs.

We understand that access to the Internet and use of web tools is an important aspect of this class. When the Web and its tools are in use, the teacher’s instructions are to be respected and followed. Exploring Internet locations without teacher permission is not acceptable and may result in loss of computer privileges.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Parent/Guardian Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Web Permission**

My student has permission to create accounts and/or post classwork and projects to the websites listed in this document and to sites not specified herein, but which may be used at the discretion of the instructor.

(**If you do not wish your student to access a specific site, please list the site and your concerns on the back of this page.)**

**Date:** \_\_\_\_\_\_\_\_\_\_\_ **Parent/Guardian Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Parent/Guardian Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_