

# Welcome to ...

## **COMPUTER SKILLS & ADVANCED TECH**

**Ms. Briana Allen**



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### **Computer Skills Classes**

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Students will have the opportunity to reinforce and extend technology skills while learning new skills. Students will complete activities that integrate topics covered in other academic areas. Concepts that will be covered include word processing, desktop publishing, creating and analyzing spreadsheets, creating custom presentations, and creating basic databases.

Activities will come in a variety of formats. Students may work as a whole class to learn a new skill, in a group to reinforce a learned skill, or at their own pace to provide extra practice when needed.

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### **Advanced Tech Classes**

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In these classes students have the opportunity to learn advanced skills. Some of the topics covered will include using digital cameras/video recorders, photo editing/ manipulation, learning basic HTML, and beginning programming. Students in this class are expected to have a basic knowledge of the Microsoft Office Suite and a desire to delve into the creative aspects of technology.

Advanced Tech students will be working on a variety of projects. Students will have the opportunity to work in groups, but a majority of the work will be independent. Students will be required to complete a number of projects during a semester. Instruction will come in the form of individual instruction of skills related to a specific project.

## Assignments/ Homework

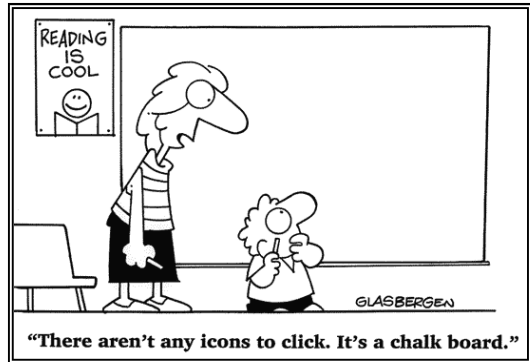
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All assignments are to be completed in class, but students may conduct research at home. Students will be informed of due dates for projects and assignments through the Computer Class website. Students who anticipate needing extra time or help are responsible for requesting it **prior** to the due date.

**Late assignments are not accepted.**

**Absent students are responsible for scheduling a time to make up missed work. Missing work, due to absences, must be completed within one week.**

**Assignments not turned in within one week will receive a zero.**



## Grading Policies

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Student's grades will be comprised of in class participation, class practice assignments and projects. Assignments will be graded on the student's ability to meet assignment requirements and demonstrate skills. Assignments will be given a point value. Student work will be noted as a fraction with the student's score over the number possible.

The Norridge District 80 grading scale is as follows:

A	100-93
B	92-85
C	84-77
D	76-70
F	69 ↓



## Classroom Management

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All students should have a signed Computer Expectations form on file. All forms should have been signed by a parent.

## Contact Information

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Students and parents will be able to keep up with assignments, find resources and ask questions via the Norridge District 80 website. Parents can contact me through the school by calling 453-4847 ex. 133 or via email at [ballen@norridge80.org](mailto:ballen@norridge80.org). I check messages at the end of the week and will return messages as quickly as possible. **If there is an urgent or time sensitive message, please email me or send a note with your child.**

Please feel free to contact me if you have any questions or concerns regarding your child's progress in class.