CLASS SYLLABUS

Computer Apps | 6th hour | Ms. Knudsen

COURSE OVERVIEW

This course introduces students to essential computer skills used in school, work, and daily life. Students will learn to navigate and effectively use programs such as Microsoft Word, Excel, PowerPoint, and Google Workspace tools.

EXPECTATIONS

1. Be respectful to everyone and their ideas.

2. Come prepared with materials and a positive attitude.

3. Participate actively in discussions & activities.

4. Follow all school rules and classroom procedures.

GRADING POLICY

Your grade will be based on the following categories:

- Classwork and Participation: 25%
- Tests: 30%
- Projects and Presentations: 25%
- Homework: 20%

LATE WORK POLICY

Per the handbook, any late work submitted within a unit will be accepted for full credit. Late work WILL NOT be accepted after the end of the unit. However, to encourage timely submissions, a 10% deduction will be applied to all late assignments turned in during the unit.

WHAT TO BRING

- ☐ Chromebook
- ☐ Pen or pencil
- ☐ Notebook

CONTACT INFO

I am here to help you succeed! If you have questions or need extra support, feel free to reach out during class, after school, or via email. I encourage parents and guardians to contact me with any concerns or questions.

Jknudsen@braymerc4.net

IMPORTANT DATES

- 8/18- First Day of School
- 10/23- Parent-Teacher Conf.
- 12/19- End of 1st Semester
- 1/6- Beginning of 2nd Semester
- 5/10- Graduation
- 5/15- Last Day of School

I'm so excited to begin this class with you! We're going to explore, learn, and grow together this year, and I can't wait to see all the amazing things you'll accomplish. Get ready for a great year ahead!

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Please sign and return by Friday, August 22 for 5 bonus points.

Parent/Guardian Signature: _____

Student Signature: _____

COMPUTER APPS