# Computer Skillz

Course Syllabus

Mr. Alexander
842-6151 Ext. 230

## RULES:

**DON'T MESS WITH HAL:** Once in da Cloud, Always in da Cloud.
### "Take Care of IT"
**HAVE RESPECT:** Conduct yourself in a professional manner.
### "Don't Back Sass the Boss Man"
**BE RESPONSIBLE**: Be positive and productive, doing all your work.
### "There's No Trin', There's Doin'"
**BE PREPARED:** Be here, be on time, have all your supplies.
### "Plan your Work, Work your Plan"

## GRADING:

**CONDUCT** ..................... 10% (10 Points Bi-Weekly)
**CLASSWORK** ............... 40% (10 Points Bi-Weekly)
**LABS** .............................. 50% (10-20 Points per Lab)

## GRADING SCALE:

$x \in [90, \infty) \implies$ A

$x \in [80, 90) \implies$ B

$x \in [70, 80) \implies$ C

$x \in [60, 70) \implies$ D

$x \in [0, 60) \implies$ F

$C, W, L = \text{Max}\{\text{Conduct}(C),\ \text{Classwork}(W),\ \text{Lab}(L)\}$ points earned by student

$C_M, W_M, L_M = \text{Maximum}\ \{\text{Conduct}(C),\ \text{Classwork}(W),\ \text{Lab}(L)\}$ points possible

$$x = 10\left(\frac{C}{C_M}\right) + 40\left(\frac{W}{W_M}\right) + 50\left(\frac{L}{L_M}\right)$$

## LABS: 2 Labs per Google App

1. Word Processing (Google Docs)
2. Email (Gmail)
3. Spreadsheet (Google Sheets)
4. Slideshow (Google Slides)
5. Gather Info (Google Forms)
6. Geography (Google Maps)

Note: You will lose a point for each day a lab is past due

## KEYBOARDING: Using Typing.com

1. Beginning Typing Lessons + 3 Minute Typing Test
2. Intermediate Typing Lessons + 3 Minute Typing Test
3. Advanced Typing Lessons + 3 Minute Typing Test

Note: Proficient at Keyboarding: 30 WPM for 3 Minutes at 95% Accuracy