

# Computer Applications

## Highland Academy, Spring 2020

### Purpose

This course represents an effort to introduce the learner to a few commonly used computer applications, preparing the student for future encounters with these applications in coursework or in an employment setting.

### General Course Topics

Audio editing  
Photo editing  
Video editing  
Web Page Basics  
Ethics and Safety  
Networking Basics  
Intro. to Computer Programming

### Assessment

All classwork will be viewed in the light of the teacher's expectations, which will be clearly communicated for each assignment. Exceptional scores require exceptional performance. Most of the lab assessments will require a week or two to complete, limiting the number of lab scores per quarter.

This is how much each type of learning assessment counts:

- Labs: 50%--occurring every week or two. Lab investigations will focus on applying what's been studied in class, often involving the creation of some kind of product.
- Quizzes: 50%--given at any time over whatever we've been doing recently. Quizzes will occur a time or two for every topic.

### Details of Assessing Student Work

Unless another scoring rubric is specified, the following will be used to assess student work:

- Quizzes: scores will be determined by taking the percent.
- Labs: scores will represent a percent of the teacher's expectations. Scores will be separated by increments of 5 points: 5 points off for each minor mistake; 10 points off for each major mistake.

100% fully met or exceeded teacher's expectations

95% a minor mistake

90% 2 minor mistakes or a single significant mistake, and so on

0% assignment not turned in or made up

Letter grades will be issued according to the following scale:

A: 93-100	A-: 90-92		
B+: 87-89	B: 83-86	B-: 80-82	
C+: 77-79	C: 73-76	C-: 70-72	
D+: 67-69	D: 63-66	D-: 60-62	
F: < 60			

## Late Work

Quizzes and Labs are to be made up as soon as possible after returning from an absence. The general rule will be for the assessment to be completed within the number of days missed, from the time of returning to class. (Example: Johnny is out of class on Thursday and Friday, missing an assessment. Johnny returns to class on Monday. Johnny will have two days, for the two days missed, to make up the assessment for full credit. Johnny will need to complete the assessment by Wednesday, or receive 10 points out of the 100% trimmed off of his score for each day after Wednesday that he waits. After 10 school days from this deadline, no credit will be given for completing the assessment.)

For late work that is submitted, unrelated to an absence, 10 points out of the 100% will be trimmed off of the score for each day late after the due date.

Exceptions might be made to this late work policy for catastrophic illnesses and for other extreme circumstances. These circumstances will be determined by the instructor and principal. See page 33 of the *Highland Academy Handbook* for further information.

## Behavioral Expectations

- interact orderly and courteously; speak one at a time.
- treat the building and equipment with care.
- come to class with what you need -- pencil, notebook, textbook.
- absences and tardies will be handled according to the school policy.
- no food, drink or gum.
- visits to the restroom will be allowed if they don't become excessive. What constitutes excessive will be a judgment call of the instructor. (These visits are for emergencies.)
- it is THE STUDENT'S RESPONSIBILITY to find out what was missed when absent by looking at the assignment web page, by asking the teacher or by asking a classmate.
- class time is to be used for working on Computer Applications tasks.