

# MRS. GEIGER'S COMPUTER II

**CONTACT INFORMATION:** You can contact me before and after school. I apologize that I am not available during the day, but I do not have a conference hour this year. Please feel free to contact me if you ever have any questions or concerns at (810) 346-4700 Ext. 1073. If you wish, you can contact me via e-mail at [lgeiger@browncityschools.org](mailto:lgeiger@browncityschools.org), please include your child's first and last name when e-mailing me. E-mail is the easiest form of communication for me. Please feel free to drop me a note with your e-mail address for my future reference.

**GRADES:** To earn credit for each semester students must pass 2 of the 3 grades used to calculate the semester grade (2 marking period grades and the exam grade).

Students must also have an overall average grade that is passing using the formula: each marking period is worth 40% and the exam is worth 20% of the semester grade.

**COURSE DESCRIPTION:** The focus of Computer II is advanced software applications. Students will learn the advanced features of various applications. Students will be introduced to desktop publishing, image editing, scanning images, and digital camera basics.

**EXTRA CREDIT:** Extra Credit is NOT given as a rule. To be eligible for extra credit you must NOT be missing any assignments. Extra credit is above and beyond, and you need to complete the daily work to get above and beyond. Also, don't wait until the end of the marking period to worry about your grade.

**EXTRA HELP:** Extra help is available before and after school, but please make prior arrangements, if possible, as I may have previous engagements. Our district also has a Homework Help Lab which is open Tuesday and Thursday's from 7:30 a.m. to 8:00 a.m. in my room and from 3:15 p.m. to 4:15 p.m. in the library. This is a great opportunity for students to get extra help! Please take advantage of these opportunities if you need help.

**CHEATING:** Cheating is **NOT** allowed. Cheating will result in a zero for **ALL** students involved and may also result in a detention.

**MATERIALS:** Materials that you will need include, but are not limited to: *Paper and Pencil*

**TESTS:** Tests will be given over different units that will be covered. If you are absent the day of a test, it is your responsibility to see me to set up a time for a make-up test to be taken within 2 days, or you will not receive full credit on that test.

**MISSING ASSIGNMENTS:** Students who are missing 3 or more assignments may be assigned a detention. The best way to avoid a detention is to make sure your assignments are in on time.

<b>GRADING</b>	100	-	93	A
<b>SCALE:</b>	92	-	88	A-
	87	-	84	B+
	83	-	81	B
	80	-	78	B-
	77	-	74	C+
	73	-	71	C
	70	-	68	C-
	67	-	64	D+
	63	-	61	D
	60	-	56	D-
	55% and Below is an E			

## COMPUTER CLASSROOM RULES

1. Be in your assigned seat when the bell rings and be ready to work.
2. Gum is allowed, but should not be seen or heard. If a problem arises, gum will be prohibited from the room completely.
3. No food or liquids (including bottled water) allowed.
4. Take proper care of equipment:
  - a. **You are responsible for the equipment assigned to you.** Check all of your equipment daily. Notify the teacher of any problems **immediately**.
  - b. Keep objects off computer screens, this includes fingers.
  - c. Use only fingers to press keys on the keyboard.
  - d. If your computer locks up, please inform the teacher before you do anything.
  - e. If you are unable to log in, please notify the teacher for further instructions.
  - f. Please **log off** completely and properly when you are finished with the computer. If you are the last class of the day, **shutdown** the computer.
5. Downloading **any** information onto a computer, server, or removable media is prohibited without permission.
6. Internet usage allowed for educational purposes with permission from the classroom teacher only and is completely prohibited with a substitute teacher.
7. Inappropriate and violent games such as Doom and Quake are prohibited.
8. Be respectful of other people and their belongings, including school staff.
9. Work quietly and be courteous of others.

Failure to comply with the rules will be cause for detention.