Hillview Middle School
Computer Lab
Class Outline

Mr. David Hendrix
(661) 722-9993 ext.71521
d.hendrix@westside.k12.ca.us

Course Description:
This one semester course is an integration of basic computer skills and the core curriculum. Throughout this course, students will learn to use the computer as a tool to enhance their regular studies and increase productivity in their regular classes.

Using the Microsoft Office Products students will create documents, projects and presentations. They will learn keyboarding skills, desktop publishing, and online study habits. They will learn to find, evaluate, and use online resources to complete these projects. Several times during the semester, the students will give oral multimedia presentations.

Google Classroom, Google Drive, Google Docs will also be covered using proper file management skills with these online tools.

 * Note I do teach and introduction to Engineering Course: Curriculum for that course is covered in class (Homework is not normally given unless student is behind in work.

Course Objective:
It is the objective of this course to give students a new set of skills and a new way of thinking as it pertains to the computer. Computers are more than game and entertainment consoles; they are vital partners in learning. Students will learn to express themselves more creatively and efficiently. Student will produce a better product   while saving time and effort.

Work Ethic and Responsibility:
- Listen
- Follow directions
- Stay on Task
- Do your work
- Practice proper School behavior at all times
- See School planner/calendar for specific rules and consequences
- All computer work is to be done in class
- There will be five to seven vocabulary quizzes during the semester.
- Quizzes are scheduled approximately every two weeks.
- Students must use time wisely and have projects done on time
- Instructions given Orally, Visually and in Written Form
- If Absent – come in and see Mr. Hendrix for class notes and other information.
- Due Dates are final – Exception - absent on day due/Illness
- Absolutely No food or drink in the lab (I do allow water at the back of the class)
- Students are not permitted to download or install anything without my direct permission
- Students will abide by the Westside Union School District Student Internet Use Agreement sent home the first week of school

Assessment:
- Assessment will be based on participation, successful completion of various assignments and projects, and vocabulary quizzes given throughout the course. Each class session points are earned for performance and class participation (three points daily).