**For class announcements and general school information…**

**Follow our class online!!**

**TWITTER: @spainstechroom**

I will provide a folder for each student to use and keep in class to hold their notes and materials for class. I would ***greatly*** appreciate any donation of colored computer paper and packs of pencils for classroom use by the students so as to maximize class time in the event that they forget.

**THANK YOU IN ADVANCE**!!!

# Class Supplies

Although this is an elective, students will be required to make up work missed during an absence. The **student** is responsible for obtaining any missed work due to absences or time out of class for *any* reason (i.e. field trips, OSS, etc.) They will need to access their Google Classroom page to find out what they missed during their absence.  Most assignments may be made up at home.  Make up work is due within three days of an absence.  
  
Assignments that require the student to be at school (such as tests and quizzes) may be made up during class at the discretion of Mrs. Spainhour.

Students will complete a variety of assignments and assessments that will demonstrate their mastery of the CSA 6207 course material.  All assignments will be required to be completed, however, late work may be assessed a penalty.    
**I allow retakes on most tests and quizzes.**  My goal is for students to achieve mastery of the concepts and skills covered in class.  For some students, this may require more than one attempt.  Students must see me to request a retake. Every student has the ability to achieve the grade they desire as long as they put in the work to attain that goal.

*The Stokes County grading scale will be utilized.*

Computer Skills and Applications is a middle school course composed of instructional modules designed to allow students to learn the following skills in 7th grade:

* Understand advanced business documents (agenda, minutes, reports, etc.)
* Understand spreadsheet basics
* Understand purposes and procedures for developing a multimedia presentation
* Improve overall digital literacy
* Introduction to various computer science topics and robotics (coding)

Students attend class for 45 minutes, every day for 18 weeks.

# What if I miss class?

# Grading Policies

# Course Information

www.spainsroom.weebly.com

### Chestnut Grove Middle School

King, NC

7th Grade

Intro to Office Productivity

2nd Semester

2019-2020 School Year

Mrs. Spainhour’s

Technology Classroom

I have taught business, finance and information technology education at both the middle and high school levels.  I live in Rural Hall and have four energetic children ranging in age from 6th grade up to 11th grade.  My husband, Kevin, also works for Stokes County Schools as a high school administrator.  As you can imagine, we are a busy family!  I love to travel and to watch college basketball.

**There is really no reason why *every* student who puts forth reasonable effort should not expect to do well in my class.**

As we move through our time together, if you have any questions or concerns, please don’t hesitate to contact me:  
  
Email:  [laura.spainhour@stokes.k12.nc.us](mailto:laura.spainhour@stokes.k12.nc.us)  
  
Phone:  336-983-2106  
  
2018-2019 Planning Time:  10:05-10:35, 12:40-1:10 and 2:45-3:15

# Grading breakdown for 7th Grade

# Computer Applications 1

Homework/Classwork 70%

Quizzes 20%

Work Habits 10%

\*\*There may also be opportunities to earn extra credit.\*\*

**Parents:**

**Please indicate that you have read the above guidelines and information for 7th grade Intro to Productivity by signing below:**

**Your child will receive a free “100” classwork/homework grade for bringing this back signed. All of the information on this paper is accessible at** [**www.spainsroom.weebly.com**](http://www.spainsroom.weebly.com)**.**

**You can also link to my page from the Chestnut Grove Middle School web site. I am looking forward to a fabulous semester with your student.**

**I WILL RETURN THIS PAPER TO YOUR STUDENT.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# A bit about me…

Mrs. Spainhour’s Technology Classroom Page 2