

Pojoaque Valley Middle School

Vera Trujillo
Principal
455-2239

Pojoaque Valley Schools
1574 State Road 502
Santa Fe, NM 87506

Mabel Gonzales-Specht
7th Grade Counselor
455-2238 Ex. 1604

Priscilla Cordova
Administrative Secretary

455-2238

Connie Garcia
Secretary
455-2238

455-2238

Robert Garcia
8th Grade
Counselor/Social Worker
455-2238 Ex. 1605

Aric Wheeler
Discipline Officer
819-2312



Kindness Rules !!

Computer Literacy
7th/8th grade Business/Computer Applications
Ms. McFerrin - Room 204

Computer Keyboarding and Applications - The course will introduce the student to keyboarding as well as a variety of terms, definitions and concepts that apply to the design and use of computers, and to give "hands on" experience with Microsoft Office applications: Word, Excel, Access, Publisher and PowerPoint using Windows. We will also be using Internet software to do projects. Classroom lecture, class projects, and lab assignments will be combined for a comprehensive study. Business students will additionally be learning the basics about running a business through simulations and actual business projects. Business students will be running the student store and be scheduled to work during lunch about once every 3 to 4 weeks.

Students will do the majority of work in class. Occasionally, during projects, students will be asked to complete work at home if they have access to a computer. Students are responsible for completing work they miss due to absence, but time in class will be given as much as possible. Students may make arrangements to come in in the morning, at lunch or after school. I also am willing to work with anyone who is falling behind as long as they ask for help. If a student wishes to turn in old work (as long as it was assigned in that grading period), this is the best way to bring up their grade.

No work will be saved on the computers. Students will be saving their work on a flash drive and must have their flash drive each day for class. These can be brought in or purchased from the student store for \$5.00. A grade of 0 will be given if students forget it and can't complete work for that day. Although they are ultimately responsible for what happens to their supplies, students are welcome to leave their flash drives in a locked drawer in the computer lab.

Students also need to understand that their will be absolutely NO use of Facebook, Twitter or other similar web sites, including YouTube in this class. These sites are off-limits at the Middle School and students caught visiting them will lose their Internet privileges for this class.

Students will need to bring their binder each day and will be expected to keep paper and other supplies in it.

Students will take periodic typing tests to assess student progress. Students will also give presentations using PowerPoint.

Grades are made up as follows:

Weekly Do-Nows/Participation	20%
Weekly Assignments	40%
Projects	40%

Classroom Rules:

No eating, drinking (except water - school policy) or gum in the classroom.

No roughhousing in the classroom. Keep hands and feet to yourself.

No changing of settings on the computers.

Protect the equipment and furniture. You are responsible for the equipment at your assigned workstation.

Inappropriate Internet access will result in loss of privileges, disciplinary referral and possible suspension.

No plagiarism. Work turned in that is the work of someone else is an automatic 0 for the students who copied it as well as the student allowing another to copy. In addition, both students will be given a disciplinary referral for academic dishonesty. I am willing to help anyone who is falling behind so there should be no reason to cheat.

Although I will not be gone often, there may be occasions where students have a substitute teacher. Students are expected to follow all classroom rules and treat the sub with respect. All assignments are given and graded by me, and students are expected to complete their work as if they were in class with me. All subs are instructed to write down names of anyone who is causing problems and/or write up the student or students causing the problems.

Students have assigned seats/computers. Students will be allowed to work in pairs and small groups on some assignments.

I'm looking forward to a great year!

Ms. McFerrin