

January 29, 2015

Dear Parent or Guardian:

Welcome to the first week of *Computer Applications I* at Peninsula High School. I am pleased to see your son/daughter enrolled in this class and am looking forward to helping your student develop computer skills that will enable him/her to be successful in a quickly changing world. Please go to www.johnriebli.com to see daily projects and work assignments. You can also contact me through the website. We also articulate the class with PC3 connect for college credit based on mastery of Excel which is foundational instruction in this class. To receive that credit students register and have to have a B grade.

This is my fourth year instructing computer applications as a class. I like to continually broaden the course to include more graphics applications than in the past and I will make the course more project based than test based. We will build a strong foundation in spreadsheets for laying out information effectively, work with text formatting programs and learn how to manipulate graphics and integrate the products of different software types into a clean, organized, cohesive format for printed or projected use.

I anticipate that in computer applications we will be exploring many powerful applications including Microsoft Office programs of Word, Excel and Powerpoint; Adobe CS6 programs like Photoshop, Indesign, and Flash, and Google programs like Sketchup8, Internet Searching with Google Chrome, and Google Docs.

Grading is based on the successful completion of daily and weekly projects. All projects are rated on a scale of 1 to 5 or 1 to 10. Projects rating scales are as follows:

10 Point Projects:		
10	A	
9	B+	
8	B	
7	C	
6	D	Re-do
5	F	Re-do

Classroom Attendance Policy

Being in class and being part of the lesson is important to student success. In order to support student learning and high expectations, I have instituted an attendance policy for this course.

The maximum number of absences allowed per class is ten. This includes excused and unexcused absences. The classroom teacher will notify the student when he/she is nearing the absence limit, and again when he/she has reached or exceeded 10 absences and are in jeopardy of losing credit. Once the student is notified, they will be responsible for appealing the loss of credit in writing and attending an appeal meeting with the Dean of Students, or administrator if she is not available. An academic probation plan may be instituted to help guide the student toward a successful end to the semester.

Interim grades and final grades are a composite of the grades earned on class assignments, projects, and quizzes. If at any time during the semester you have any questions about grades or assignments, please feel free to contact me at Peninsula High School Ph. 253.530.4400 or email: rieblij@psd401.net

I am looking forward to an exciting year at Peninsula. Our lab has 24 Dell student workstations with Windows 7, Adobe CS6 and Microsoft Office 2010. We also have five I-Macs so this is a mixed lab.

In class I utilize a 60" flatscreen to visually demonstrate the commands. We also have several printers available for project output. This is the lab where we produce video, cad projects, and 3d printer projects.

This course is a work in progress and I welcome any and all input. We will attempt to articulate the class for college credit based on mastery of Excel. We try to develop student skills with both commercial and free application programs so students can gain confidence and always know where to start so they can get projects done. I am happy to answer any questions. Email: rieblij@psd401.net.

Sincerely,

John Riebli
Computer Applications Instructor
Peninsula High School

Comp Apps-Student Name _____

Parent Signature _____

Parent Email: _____