



COMPUTER TECHNOLOGY



Teacher: Mrs. Binkerd

Units of Credit: .5 (semester class)

- **COURSE PHILOSOPHY:** An introduction to computer software that encompasses document processing, spreadsheets, and presentations. An understanding of ethics and the use of operating systems, information resources, and electronic mail is also included. Skills also gained will be demonstrated by creating a project for a different content area.
- **COURSE OVERVIEW:** Units will be done outlining the state core curriculum on the following things:
 1. Keyboarding speed and skill development (practiced throughout the semester)
 2. Computer terminology and the use of an operating system
 3. Applying document-processing skills through creating business documents
 4. Creating spreadsheets and manipulating data including:
 - Copy, insert, sort, and delete data
 - Formulas
 - Insert/delete columns and rows
 - Creating/manipulating charts
 5. Ethics related to computer technology
 6. Internet and email familiarity
 7. Becoming familiar with PowerPoint
 8. Implementing an integrated project through one of the following means:
 - Spreadsheet
 - PowerPoint presentation

*Software being used: Microsoft Office 2010 Suite: Word, Excel, PowerPoint, Internet, and Nebo District E-mail

- **COURSE EXPECTATIONS:** Being held responsible for your own actions helps to produce your CHARACTER. If a strong character is sought after, these principles will be easily obtained and exceeded by each one of you.
 1. **INTEGRITY:**
 - You will be required to do all of your own work. Cheating is not tolerated!!
 - All assignments must be saved on your individual file at the school to prove ownership of your work

Consequences:

 - First offense: All involved will receive a “0” for the assignment that cannot be made up.
 - Second and all sequential offenses: Same as first offense and parents will be contacted.
 2. **ATTITUDE:**
 - Attendance:
 - Attendance is part of your grade and is very important. The Springville High School attendance policy (refer to the student handbook) will be enforced in the classroom.
 - Punctuality is very important in the class. Any work missed due to an unexcused absence/tardy cannot be made up.
 - Preparedness:
 - Be prepared every class period with the following items:
 1. Notebook
 2. Pen or Pencil
 3. Any required handouts or supplies for the applicable unit

Consequences:

 - Periodic check-offs will be done for preparedness and points will be given. If you are not prepared, you will not receive points.

3. DETERMINATION:

- 100% effort should be given every class period.
- Being on task is required during the entire class time. Participation in class is essential.
 1. Internet or email usage without teacher approval during class is not allowed. On-line chatting of any kind is not permitted at any time.
 2. You are not allowed to download Internet music or videos-including “mp3” files.
 3. Downloading or playing any unapproved games during class is also not allowed.
 4. The use of any unapproved electronic devices are not allowed in the classroom.
 5. Approved electronic devices are to be used only during the appropriate times designated during class.

Consequences:

- First offense: Student will be warned and participation points will be taken away for the day.
- Second offense: The electronic device will be confiscated and given to the administration
- Continual offenses: The student will be sent out in the hall for being disruptive, receive a zero in participation for the day, and receive a zero for all points earned in the class that day (assignments, exams, etc.)

4. GOALS: My main goal is for everyone to come away with a grade that they feel proud of. I would like each one of you to set your expectations high enough to earn an “A” out of the course.

- Work must be turned in on its due date for full credit.
- ALL make-up work is due within five school days of an **excused** absence for full credit. It is your responsibility to find out what was missed (located on the school shared drive).
- Late work will be accepted up to two weeks after the “due date” for ½ credit. After that, no credit will be given.
- No make-up work will be given or credit received for unexcused absence.

*If **every** quiz, exam, assignment, and keyboarding lesson is turned in at the end of the term you will receive an automatic 1/3 final grade jump (i.e. B+ to an A-).

Grade scale and breakdown:

- 15%-Keyboarding Speed/Reinforcement
- 35%-In-class Assignments
- 25%-Exams & Quizzes
- 15%-Attendance
- 10%-Participation

A = 95 - 100%

A- = 90 - 94%

B+ = 87 - 89%

B = 85 - 86%

B- = 80 - 84%

C+ = 77 - 79%

C = 75 - 76%

C- = 70 - 74%

D+ = 67 - 69%

D = 65 - 66%

D- = 60 - 64%

F = 59 - 0%

• FINAL TIDBITS

1. State Competency Exam: At the end of the course you will be required to take the Utah State Competency Test for Computer Technology.
2. NO food or drink is allowed by the computers. A place will be appointed in the lab to place these things as you walk in.
3. Lab hours: I will be in the lab both before and after school. The lab is open from 7:30 – 7:55 a.m. as well as from 2:25 – 3:00 p.m. and I will be there to offer assistance to any one.
4. Quizzes or assignments may be exchanged and scored by other students in the class.
5. You may lose Internet, email rights and/or be asked to transfer out of the class at any time if there are continual problems regarding the course expectations or discipline problems.
6. Any willful damage done to the computer lab is contrary to State Law. It is very costly and will be dealt with through the administration.

COMPUTER TECH. COURSE CONTRACT

The disclosure document outlines the overview and expectations for this course. After you and a parent/guardian have read this, please sign below indicating that you understand the document.

I in turn will do all that I can to keep my side of the contract. I will work my hardest in helping you to succeed. Signing this tells me that you will work your hardest in the classroom applying your Integrity, Attitude, Determination, and Goals to earn a grade that you can feel proud of.

IF YOU HAVE ANY QUESTIONS FOR ME, PLEASE CONTACT ME:

-TELEPHONE: (801) 489-2870 FROM 7:30 A.M.- 3:00 P.M.

-EMAIL: (shauna.binkerd@nebo.edu)

-WEBSITE: <http://my.uen.org/103791>

YOU WILL EARN 30 POINTS WHEN A FORM ON MY WEBSITE IS FILLED OUT ELECTRONICALLY BY _____ . IF THE FORM IS SIGNED AFTER THE DATE INDICATED, YOU WILL ONLY RECEIVE 15 POINTS.

**PLEASE FILL OUT THE DISCLOSURE DOCUMENT FORM
ELECTRONICALLY THROUGH MY WEBSITE:**

<http://my.uen.org/103791>