



# COMPUTER TECHNOLOGY



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## COURSE DESCRIPTION

This course presents basic computer concepts and hands-on training in using a PC operating system, web browsers, e-mail software, and office application suite software. Students will develop skills in word processing, spreadsheets, and electronic presentations. In addition, keyboarding skills are enhanced.

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## COURSE OBJECTIVES & LEARNING OUTCOMES

**Upon successful completion, students should be able to:**

1. Enhance keyboarding skills
  2. Demonstrate an understanding of computer concepts, components of a computer system
  3. Demonstrate and use current computer operations system.
  4. Demonstrate, use and search the Internet effectively.
  5. Properly use e-mail functions; recognize security, privacy, and ethical issues.
  6. Demonstrate a basic understanding of current word processing software.
  7. Create and manipulate data in a spreadsheet using Microsoft Excel.
  8. Create electronic presentations using Microsoft PowerPoint.
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## CLASS MATERIALS

Come to class prepared everyday with the following:

- Pen or Pencil
  - Assigned materials
  - Completed Assignments
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## INSTRUCTOR POLICIES & ACADEMIC STANDARDS

### ***Classroom Rules:***

1. Be on time and prepared each day.
2. Respect others and their property.
3. Time on task is required during the entire class time.
4. Cell phones, I-pods, or other electronic devices must be turned off and put away during class time.
5. **ABSOLUTELY** no food or drink in class at any time.
6. Use all equipment properly. You are responsible for taking care of your assigned computer and work area, and for cleaning up after yourself.
7. Hall passes are for emergency use only.
8. Chatting, listening to or downloading music, videos or games online is not allowed.

## GRADING

Your grade will be based upon to following:

- 40% - Assignments
- 25% - Tests/Quizzes
- 15% - Keyboarding Speed/Reinforcement
- 20% - Participation/Attendance

A = 94-100%	C = 74-76 %
A-=89-93 %	C-= 70-73%
B+= 86-88%	D+= 67-69%
B = 83-85%	D = 64-66%
B-= 80-82%	D-= 60-63%
C+= 77-79%	F =0-59 %

### Grading Procedures:

#### ▪ Assignments (40% of Grade)

\*Give 100 % effort every class period. My main goal is for everyone to come away with a grade you feel proud of. Set your expectations high enough to earn an "A" out of the course.

- Assignments will be given with a specific completion time and are done during class. The amount of time spent in the lab outside of class will depend on the skill level of each student. Assignments not completed in class will need to be finished on your own time.
  - **Lab open before school at 7:25 a.m. and after until 3:00 p.m.**
- It is expected that assignments will be turned in on time. Due dates and deadlines will be posted far enough in advance for you to get your work in on time.
  - I will accept work for the unit that is being taught throughout the whole unit for full credit. **After the unit is completed no credit will be given for work.**
- Regular attendance is important in order to be a successful student. Make-up work is due within **5 school days** of an **excused** absence for full credit. It is your responsibility to find out what was missed upon returning to school.
- No make-up work will be given or credit received for an unexcused absence, tardiness, or truancies.
- Assignments or quizzes may be exchanged and scored by other students in the class.
- No Tolerance policy for cheating. Immediate zeros (assignments, tests, and participation) will be earned by all parties involved.
  - *First offense: All involved will receive a "0" for the assignment that cannot be made up.*
  - *Second and all sequential offenses: Same as first and parent will be contacted.*
- **All assignments must be saved on your individual file at the school to prove ownership of your work!**

#### ▪ Tests /Quizzes (25% of Grade)

- State Competency Exam: At the end of the course, students will be required to take the USOE State Competency Test for Computer Technology.
- Make-up tests are due within **10 school days** of an excused absence. **No make-up for unexcused absences.**
- Bell quizzes will be given periodically. **No make-up for unexcused absence or tardies.**

#### ▪ Keyboarding Speed/Reinforcement (15% of Grade)

- There will be a warm-up everyday you come into class to help you with your keyboarding speed and accuracy.
  - Will be checked off periodically.

#### ▪ Participation (20% of Grade)

- Participation will be based on attendance, time on task and preparation.
  - **Participation.** Each day you can earn or lose 30 points depending on your time on task and preparedness during class.
  - **Absences.** Every day you are not here (excused or unexcused) you can lose 30 points. You are held accountable for being here everyday and doing your work.
  - **Tardies.** You will lose 10-15 of your participation points each day you are tardy.

# Computer Technology Course Contract

This disclosure document outlines the overview and expectations of this course. Please read through and sign indicating you and your parents understand this document.

I, \_\_\_\_\_, received this disclosure and have read it and my teacher has explained each item and I fully understand what is expected of me in this class.

\_\_\_\_\_  
Student Name Signed

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have been notified of the expectations of this class and fully understand what is expected of my child and will assist my child to be successful in this class.

\_\_\_\_\_  
Parent/Guardian Name Signed

\_\_\_\_\_  
Date

Parents/Guardians: Please indicate below where I can best contact you.

Name \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Please know that I am here to help you succeed. I will do all that I can and work my hardest to make this class successful for you.

Parents I will keep in contact with you to let you know how your student is doing or if there are any problems. Please feel free to contact me if you have any questions or concerns.

\*Please keep the disclosure document for your own reference.

**"To accomplish great things, we must not only act, but also dream; not only plan, but also believe."**