WELCOME TO COMPUTER TECHNOLOGY I

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.

ATTENDANCE

Attendance is critical in Computer Technology I. Much of the class is spent learning about computer tools and used in industry. With daily activity and time for one-on-one help, it is critical that you attend class each day. You will develop skills, additional in, leadership and teamwork.

Students are welcome to come during these times to do make-up work and receive one-on-one help if needed.

This gives students 4 ½ hours of lab time to make-up missing work.

Open lab hours are from 7:25 a.m. – 7:55 a.m. and after school until 3:00 p.m. Monday through Friday. Wednesdays the lab will not be open after school, due to collaboration.

CLASSROOM RULES

1. Be on time and prepared.
2. Respect others and their property.
3. ABSOLUTELY no food or drink in class at any time.
4. Please come to class appropriately dressed and groomed. No hats.
5. Cell phones, iPods, or other electronic devices must be turned off and put away during class time.
6. Hall passes are for emergency use only.
7. Use all equipment properly.

GRADING INFORMATION

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-75</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

GRADING CRITERIA

- Participation/Attendance: 20%
- Test/Quiz: 25%
- Assignments: 40%
- Keyboarding: 15%
**Grading Policies**

**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.

**Test/Quizzes (25% of Grade)** - Make-up are due within 10 school days of an excused absence. No make-up for unexcused absence or tardies.

**Assignments (40% of Grade)** – 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.**
- 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.

**Keyboarding (15% of Grade)** - There will be a warm-up exercise everyday at the beginning of class. These exercises will help you with your keyboarding speed and accuracy. You will all so have speed goals that will need to be met every term.

---

**Class Websites**

**Main Class Website** - A website has been created so students can check to see what they miss while absent. They will also be able to download and printout worksheets and/or notes that are handed out during class. There will also be a calendar to show due dates and upcoming events.

The website can be accessed by going to:

[www.missbeck.org](http://www.missbeck.org)

Parents and students, familiarize yourself with the website, it will be a great tool for you.

**CANVAS** – CANVAS is a learning management software that will be used for this class. CANVAS will be used to submit assignments electronically online and take tests & quizzes. CANVAS will also have assignments instructions and be the driving force for due dates and upcoming test dates. Announcements will be send from CANVAS and be broadcast onto the website.

---

Computer Technology I - Miss Beck - chelsey.beck@nebo.edu - Revised - August 18, 2014
Computer Technology Course Contract
Springville High School

Please be aware that because of the nature of computer classes, all computer work needs to be made-up in the school computer labs and saved to the student’s individual drive.

Students are expected to do their own work, cheating or plagiarizing is unacceptable. If you copy the work of someone else, or allow someone to copy your work, you will both receive a zero for the assignment and parents will be contacted.

We have carefully read and understand the rules and policies presented in this course outline and will abide by these rules and policies.

_____________________________  _________________
Student’s Name (printed)       Student’s Signature

_____________________________
Class Period

_____________________________
Parent/Guardian’s Name (printed)  Parent/Guardian’s Signature

Know that I am here to help you be successful in this class and will do all I can 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.