

Edward Harris Middle School - Computer Technology (18 Weeks)

Instructor: Mr. Ellison



COURSE DESCRIPTION

This course is offered to introduce, refresh and enhance basic computer skills. Students will learn computer skills to function in a technological society, and cover much of the material on the district's technology proficiency exam. The course prepares students to apply technology expertise in all of their school subjects.

ESSENTIAL STANDARDS AND SCOPE OF COURSE

In Strand One, students will: (Computer Tech I)

- Communicate an understanding of how a computer works.
- Develop a technical vocabulary.
- Demonstrate responsibility in equipment use and care.
- Expand keyboarding skills to type 25 words per minute with 2 or fewer errors.
- Organize files, save and print documents to multiple locations.

In Strand Two, students will: (Computer Tech I)

- Compose and edit documents using word processing tools.
- Enhance documents with layout strategies, graphics, and charts.
- Present data in a variety of graphical forms.
- Construct spreadsheets to perform numerical calculations.
- Identify academic and business applications of word processing and spreadsheet software.

In Strand Three, students will: (Computer Tech II)

- Apply strategies for navigating and finding information from the Internet.
- Access, analyze, and evaluate electronic information from a variety of sources.
- Retrieve, organize and utilize downloaded documents and sources appropriately.
- Communicate the researched information in written format.

In Strand Four, students will: (Computer Tech II)

- Integrate material from different software applications and different input devices.
- Apply strategies for integrating text, graphics, audio, and animation using multimedia tools.
- Communicate ideas and facts in multimedia presentations.
- Produce page layouts and creative projects using publishing and graphics software.

(These four strands will overlap and combine with each other during the term.)

GRADING POLICIES and ACADEMIC EXPECTATIONS

Grades will be based on the percent of total points earned from class assignments, participation and effort. Letter grades will be based on the standard grading scale:

A	90 -100%	Exceeds expectations; mastery of most or all course objectives.
B	80 – 89%	Meets and/or exceeds expectations; in depth comprehension of most course objectives.
C	70 – 79%	Met most or some course expectations; comprehension of course objectives.
D	60 – 69%	Met some of the course expectations; comprehension of some of the course objectives.

Attendance and participation in class are essential. Participation includes being to class on time, take part in class discussions and working on assignments productively. Homework will rarely be assigned due to the hands on nature of a lab course making attendance and productive participation imperative. Students are responsible for obtaining their make-up work upon returning from an absence. Makeup work must be completed in a timely manner and on campus. Full credit for makeup work will only be possible for excused absences. A maximum of 85% is possible for all other makeup work.

(Students should not expect to pass the course if excessive absences or incompletes occur.)

ADDITIONAL ASSISTANCE

Additional assistance will be available for students outside of class hours. The ASES program is available for homework assistance afterschool. In addition, the library media center has computers that can be utilized by students afterschool. Please do not hesitate to seek assistance when needed. Due to the nature of computer assignments, students may be asked to complete make-up work during part of the lunch period or after school. Online typing assistance can be found at <http://www.sense-lang.org/typing/>

CITIZENSHIP RUBRIC

Excellent = E

A student, who enthusiastically comes to class each day prepared and motivated to independently learn, leads class discussions and initiates a leadership role in group work. He or she consistently models class rules and is an optimistic and constructive role model for other students. This student seeks to surpass class expectations.

Satisfactory = S

A student, who comes to class each day prepared, takes responsibility for own learning, participates in classroom discussions and group work, follows class and school rules, and is a positive and constructive role model for other students.

Unsatisfactory = U

A student, who is minimally prepared for class, doesn't return a signed course syllabus, inadequately participates in classroom discussions and rarely participates in group work. He or she may have an irregular attendance record or excessive tardies. This student's behavior may be disruptive and may warrant behavior consequences. This student fails to follow class and school rules and fails to follow the directives of the teacher.

COMPUTER LAB EXPECTATIONS/CONDUCT

All school policies & "COLT" rules, found in the Edward Harris Junior Middle School Student Agenda, will be enforced in the Computer Labs. In addition, the following standards for conduct will be expected.

Students violating the Internet Use Policy **will be denied** access to School Loop and the Internet at all EGUSD sites.

- No sending or receiving personal e-mails or instant messages outside of School Loop
- School Loop communication is for school and educational purposes only – no chatting or social messages.
- Downloading music, other media or playing non-instructional games is prohibited.
- Accessing other student's accounts, information, documents by anyone for any reason is prohibited.
- Internet is for educational purposes only. Free browsing is not allowed. Viewing non instructional web pages is prohibited.
- Respect the computer equipment by using it when and in the manner instructed.
- Make no uninstructed changes to the computer, desktop or monitor settings.
- Absolutely no student food or drink allowed in the computer lab. (This includes gum, candy and seeds.)
- Bathroom use is restricted to urgent situations only. Urgent needs do not occur regularly or often.
- Students are required to have their own student agenda in order to use the bathroom.

MATERIALS

No outside materials are required. A parent donation of Kleenex/tissues is highly appreciated.

HOME/SCHOOL COMMUNICATION

The Computer Technology course at Edward Harris is structured to be monitored using the [School Loop](#) Internet resource. [School Loop](#) is available to all Edward Harris students and allows them to monitor their grades, assignments and more from any Internet enabled computer. [School Loop](#) also allows parents to access student assignments, grades and also offers an intra-school communication system similar to e-mail. Parents have direct contact with teachers, counselors and administrators using School Loop's Loop Mail feature. If you as the parent would like to obtain access to [School Loop](#) and/or ensure your child maintains their access to [School Loop](#), please ensure that you complete the [School Loop](#) permission section on page 32/33 of the student agenda.

General parent communication between home and school via email or Loop Mail is preferred.

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School website – <http://www.egusd.net/ehms>

Edward Harris Jr. Middle School		Name:
Student Cornell Notes		Period:
Topic: Computer Technology Syllabus		Date:
Question	Answer	