

# Computer Technology

Mrs. Lattin

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## Materials Needed

You will need a pen or pencil and your **planner**.

## Class Rules

1. Be in your seat when the bell rings or you are tardy.
2. Get materials from your locker, go to the restroom, and get a drink of water before you enter the classroom, so hall passes should not be necessary.
3. No candy, gum, beverages, or book bags in the classroom to protect the equipment. Water bottles will be allowed but only stay on the front table – away from equipment.
4. If you are absent, it is your responsibility to check with the teacher and find out what assignments need to be made up. All makeup work is due one week from the assignment date for full credit. The computer lab will be open from 7:15 until 1<sup>st</sup> bell in the morning. It will also be open after school most days until 3:15. Check with Mrs. Lattin if you plan to come in before or after school.
5. If you cheat, you will receive a zero (0) and will not be allowed to make up that assignment plus your citizenship grade will drop one grade.
6. Keep your hands on your own equipment. If you are caught messing around with someone else's station or something was found wrong at your station after you left, you'll sign in the book with a phone call to parents when needed. Students and parents will be responsible to pay costs incurred for damaged property.

## Grading

Grades will be based on activities, assignments and participation in the class. Attendance is very crucial. The grading scale is as follows:

<b>A = 93-100</b>	<b>B- = 80-82</b>	<b>D+ = 67-69</b>
<b>A- = 90-92</b>	<b>C+ = 77-79</b>	<b>D = 63-66</b>
<b>B+ = 87-89</b>	<b>C = 73-76</b>	<b>D- = 60-62</b>
<b>B = 83-86</b>	<b>C- = 70-72</b>	<b>F = below 60</b>

## Progress Reports

Students and parents: please check [www.wsdinfo.net](http://www.wsdinfo.net) regularly for progress reports and to verify the record keeping determining whether anything needs to be made up. You have one week after the assignment was collected to turn assignments in.

## Bonus Assignments

Before any extra credit is considered, all assignments must be turned in first. Then if you still feel your grade needs a boost, ask Mrs. Lattin what extra credit assignments are for this unit.

## Expectations

1. You will **improve keyboarding skills** by using MASTERY level keyboarding techniques and demonstrate a speed increase of 4 to 8 words per minute above entry level speed with no more than 2 errors per minute.
2. You will **develop knowledge of computer basics and use an operating system**. You will become familiar with general computer terminology. You will create, copy, move, rename and delete files and folders.
3. You will **apply document-processing skills to create a letter, memo, report, or other business document**.

4. You will **create spreadsheets and manipulate data**. You will also calculate with formulas and simple functions as well as sort and chart the data.
5. **Ethics in Business** will be addressed including user and holder rights with regards to copyright laws and acceptable use agreements as well as the differences in software copyrights (i.e. freeware, shareware, etc.).
6. You will **successfully use electronic mail using your own account** to send, receive, reply to, and forward e-mail messages. You will also send and receive an attachment.
7. You will **create an electronic presentation** with a variety of slide layouts, transitions and automatic timing, graphics and text.
8. You will **create and implement an integrated project with the cooperation of a teacher in a different content area**. You will use any or all of the following: document processing, spreadsheet, electronic presentation.
9. At the end of the semester you will take and pass the State Computer Technology Competency test. To pass requires 85% or higher.

#### **Attitude and Responsibility**

- \* You are responsible for the grade you earn. Be positive in your work. A good attitude is very important to being successful.
- \* Attendance is a key factor to success in this class. If you are healthy, you are expected to be in class every day. The few times we use a book, it is too flimsy and cannot be checked out, thus you'll need to use class time wisely. Excessive absences will be reflected on your grade and possibly citizenship.

#### **Citizenship**

Citizenship grades are based on responsibility: punctuality, honesty, cooperation, and respect for others even when a substitute teacher is present.