

Computer Syllabus

Teacher: Mr. Smith

Room: 808

Phone: 449-2400 ext. 2458

CLASS OVERVIEW:

Students develop an understanding of computer technology, Internet and their application to complete a task. Students will learn:

- Computer technology terms
- File management
- Desktop management
- Keyboarding
- Web browsers and search engines
- Use of word processing, spreadsheet and presentation/slideshow applications
- Advanced slideshows (PowerPoint, Keynote and/or eZedia QTI)
- Website Design
- Photoshop (graphic design and photo editing)
- Digital Music Composition and PodCasting (GarageBand)
- How to troubleshoot a computer
- And more...

Students will be expected to apply skills and knowledge learned to the various applications.

Class Expectations:

1. **Be on time.** Students are to be seated and ready when the bell rings. The school's tardy policy will be followed.
2. **Be prepared.** Students are to bring the daily planner, binder and ID every day, a pencil or pen, and be ready to think and learn!
3. **Be on task.** Students are expected to follow directions given and to work on the given assignment.
4. **Be courteous and respectful.** Students are to act appropriately in the classroom environment. Only kind and mutual respect of the teacher and fellow students will be allowed in our classroom lab!
5. **No food, candy, gum or drinks will be allowed.** The only exception will be bottled water, which will be kept on the floor.

Class Work/Assignments:

1. Assignments are to be completed in class and on time, no exceptions will be made. If a student is absent, he/she is responsible for making up any missed work. Arrangements can be made for students to make up missed assignments before or after school if necessary.
2. Each day students will be required to write a new technology word and definition in their planner/binder. A quiz covering the "tech" words of the week will be given at the end of each week. Daily study of the words is encouraged.

Grades in Computers are based on the following:

Projects 60% of grade

Quizzes 40% of grade

Extra credit will be given out sporadically. (This means only once.) ☺

Behavior Responsibilities: No one has the right to interfere with the learning of others. Being in school and using the computer equipment is a privilege and a responsibility and must be treated as such.

1st offense: The student will be given a verbal warning and is expected to change their behavior and come to class with a positive attitude.

2nd offense: The student will bring home an incident report and a call to the student's parents will be made.

3rd offense: The student will be given a referral.