

Computers

Computer Lab

Course Overview

The purpose of the course is to provide you with the computer skills you will need throughout high school and beyond. You will learn to use different programs for varied projects. The goal is for your computer skills to allow you to take your projects in courses at Temima and in the workplace to the next level. By the end of this course you should be able to use technology to effectively communicate and present information, to access and interpret information, to create original designs and compositions and to enhance your understanding in core courses. During the first semester we will complete a variety of assignments to build computer skills. During the second semester each student will create her own business using the skills learned during the first semester.

Assignments

All assignments for this course will be given and turned in electronically. There will be a variety of ways I will ask you to turn in your assignments. Sometimes you may be asked to turn in an assignment by saving it in a specific folder on the server, and other times you may be asked to turn in an assignment by e-mailing it as an attachment. You may also be asked to upload assignments to a specific website. Submitting correctly will be a part of your grade.

Grading

Your grade will be based on the mastery of goals *attached*. This is a project-based course, so each project will measure your ability to complete a given goal. Projects will count equally toward your grade. There will not be any tests or homework for this course. There may be smaller assignments to be completed in one or two class periods that will count half as much as a project.

The grading will be based on this scale:

Meets objective with excellence	90 -100	A- to A+
Proficient in skill/objective	80- 90	B- to B+
Approaching proficiency in skill/objective	70 – 80	C- to C+
Well below proficiency in skill/objective	70 and below	D to F

Retakes and Grade Changes

All assignments and grades are intended for me to see if you mastered the objectives of the course. If you did not master an objective, and received a grade you are unsatisfied with, you do not have to give up. For any assignment you feel like you can improve on, I am willing to discuss ways for you to show mastery of the objective and improve your grade.

Absences and Late work:

The assignments for this course are designed to be completed during class time. If you are unable to complete your assignment before the due date, you must complete the assignment during your free periods, or before or after school.

Students who are absent are expected to must make up the work outside of class. Any assignments due on the day you were absent should be turned in correctly (saved in the correct folder; printed, e-mailed, etc.) on the day you return to Temima (not the next computer class). As stated in the Temima Student Handbook, students taking personal days should have worked turned in by the due date.

Ten points per day will be deducted for each day that a project or assignment is late. Assignments will not be accepted after 3 days unless we have set a new due date. If a new date is not set, and an assignment is not turned in after 3 days, you will receive a 0 for the assignment.

Computer troubles and malfunctions:

If you have a problem with your computer, you must try to fix the problem in class. You will still be responsible for work in class regardless of your computer troubles. Depending on the type of problem, I may allow you to show mastery of the skill in writing. In order to be excused from a task or an assignment because of a computer malfunction, you must complete and turn in a Crazy Computer form

Communication

Communication is key to success in this course. If you are struggling with an assignment, please be sure to let me know, by calling me, sending me an e-mail or finding me on campus. I am available for appointments during the week to provide support. Also, if personal circumstances may prevent you from being able to complete your assignments please let me know **in advance**. I am willing to work with you to make sure you are able to meet the goals in the class, and understand that life happens. When you communicate clearly with me about problems **BEFORE** assignments are due, I will be more flexible.

The Computers and the Computer Lab

The school has worked very hard to get the computers for this course. You will be responsible for making sure to take care of the computers, and to work to figure out any issues that may arise with the computers. There is **ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE COMPUTER LAB**. This is the only place where you may not even drink water. Eating or drinking in the lab will result in a demerit and a fine.

Internet and Computer Use

The Internet is provided for class-related work. Your computer will be monitored during class. Using the Internet for any other reason will be considered off task behavior and a violation of school policy and off-task behavior and will result in a demerit. You should only use the computer for class related work at all times during class.

Class Pacing

Because all of your work will be done at the computer, most activities will be completed at your own pace. If you finish your work early, you will NOT be allowed to leave class early. Please bring homework to do or a book to read should you finish your assignment early. I will also have activities for extra credit, as well as a list of allowed websites for you to visit should you finish your work early. Disrupting other students, leaving the classroom or asking to leave early are not acceptable and will result in a demerit.

Asking for Help

Since you will be working individually on many of your assignments, you may have questions that arise as you work. I do not mind if you ask your neighbor for assistance, as long as they do not touch your computer. (They may explain what to do). If you need my assistance, you must sign up on the white board in the Computer Lab. I will assist students in the order listed on the board. Anyone who does not sign up on the board will not receive assistance.

Student Handbook

It is my expectation that you have read and understand the Temima Student Handbook. All merits and demerits will be determined based on the handbook rules. Besides my classroom expectations you will be expected to follow all rules of the school while in my classroom, this includes but is not limited to:

- Following the dress code
- Being respectful at all times
- Not disrupting class
- Being honest in your work (not cheating)
- Not using any forbidden equipment– cell phones, laptops, etc.

Goals and Objectives for Computers:

- A. Use Microsoft Word to write and edit essays, poetry, memos, letters, etc., with proper formatting and structure.
- B. Communicate through the Temima e-mail system.
- C. Properly use the Temima server to save and retrieve files.
- D. Download files, locate downloaded files, and upload files successfully.
- E. Correctly save a document without changing the original template.
- F. Use Microsoft Publisher to create layouts combining text, graphics, photographs, etc., into a newsletter, program and advertisement.
- G. Use Microsoft PowerPoint to create multimedia presentations that combine text, graphics, sound and video.
- H. Develop proper touch-typing skills for fluent and accurate data entry.
- I. Use Web browsers (Firefox and Internet Explorer) to find appropriate, reliable and useful information for day-to-day life and research.
- J. Understand the dangers of the internet and how to use it safely.
- K. Use Microsoft Excel to create spreadsheets to analyze data for science, math and social studies, and for accounting purposes.
- L. Use Microsoft Paint to explore the computer as an art medium creating original images and designs.
- M. Use basic HTML code and various programs to create a basic Web site.
- N. Utilize technology skills to enrich learning across the curriculum.

Units for First Semester Computers

Using the Temima systems – Week 1
Trouble Shooting – Week 2
Touch Typing –Weeks 3 and 4
Internet Safety and Searching – Weeks 5 and 6
Microsoft Word – Weeks 7 and 8
Microsoft Excel – Weeks 9 and 10
Microsoft Paint – Week 11
Microsoft Publisher – Weeks 12 and 13
Microsoft PowerPoint – Weeks 14, 15 and 16
Web Design and HTML – Weeks 17 and 18

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