

Computer Technology I
COURSE SYLLABUS
INSTRUCTOR: Mr. Baker

CLASS LOCATION: Room 118
OFFICE HOURS: 8:00 - 5:00 Mon., Tues. & Thur., 8:00 – 4:00 Fri.
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COURSE WEB PAGE: <http://www.intechengineering.org>

A. COURSE DESCRIPTION

This is a basic computer and information literacy class that meets Utah State Core Curriculum for CTE Computer Technology and prepares students to take USU's required CIL (computer and information literacy) exam, see <http://cil.usu.edu/>. The standards taught in this class emphasize the skills for finding, evaluating, and presenting information. For many students, it will be a review. However, even experts can always learn something new, so challenge yourself to learn something new each week and to share your current expertise with the class. Mastering these skills now will help with future classes and jobs. Since this is a computer class, most assignments will be computer based and will be turned in via email. If students use their time wisely, they should be able to complete everything during class time.

B. METHOD OF INSTRUCTION

This is a lecture-lab course in which topics are presented by the instructor. Assignments are explained when assigned, and are to be completed during class time and outside of school as needed. Objective quizzes will be given randomly, and there is a comprehensive final exam. The course is a prerequisite for high school graduation.

C. COURSE OBJECTIVES/CORE STANDARDS

Standard 1

Students will use correct keyboarding technique. This includes the following:

- Eyes on copy or screen, not on keys.
- Fingers curved and oriented to home row.
- Correct fingers used for keystrokes.
- Key with smooth rhythm and quiet hands.
- Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
- Proper sitting posture: body centered with feet providing balance and elbows naturally at sides.

Standard 2

Students will develop knowledge of computer basics and use an operating system.

- Review the history of computer technology, progression to systems of today, types of computers used in a variety of settings, and trends for the future.
- Identify the major components of microcomputers in the following categories and determine how each contributes to a computer's performance:
 - Hardware including: system unit, microprocessor, RAM, ROM, storage devices, input devices, output devices, peripheral devices.
 - Software for operating systems and software for applications including: consideration of platform, icons, menus, specialized tasks, and multitasking.
- Describe how a computer functions including: boot process, input, data processing, and output.
- Become familiar with General Computer Terminology.
- Identify viruses and destructive programs. Understand the importance of vigilance in their detection, prevention, and repair.
- Create a folder structure with primary and secondary folders:
- Save files within the folder structure.
- Use Save As to change file name, location, and/or file type.
- Copy, move, rename, and delete files and folders.

Standard 3

Students will apply document-processing skills. Each student will be able to use the following when creating a letter, memo, report, or other business document:

- Create original documents using default settings and word-wrap.
- Retrieve, edit, save, and print a document.
- Include textual citations and references (bibliography) in a report.
- Insert text files, graphics, or other objects into documents.
- Change margins, text alignment, line spacing, tabs, indents, and page setup; move and copy text.
- Change the typeface and emphasis (font, underscore, italics, and boldface) of existing text.
- Proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in an existing document with the aid of a spell checker, grammar checker, and thesaurus.
- Create a variety of business style documents including: Letters - Personal and Business, Block, Modified Block, Memos, Templates – Fax Cover sheets and Resumes, and Reports.

Standard 4

Students will create spreadsheets and manipulate data. Each student will be able to perform the following tasks:

- Create, retrieve, modify, format, save, and print a spreadsheet.
- Copy, move, insert, and delete data.
- Insert and delete columns and rows.
- Calculate with formulas (+, -, *, /) and simple functions (SUM, AVERAGE, MAX, MIN, COUNT).
- Sort data.
- Create, save, retrieve, print and interpret a chart (graph).

Standard 5

Students will demonstrate an understanding of ethics related to computer technology. Each student will be able to demonstrate an understanding of the following topics:

- Ethics relating to posting and citing Internet information resources.
- The role of an Acceptable Use Policy.
- Rights of privacy, intellectual property, property, intent, and accessibility with respect to computer-based information.

Standard 5 Cont.

Copyright and license law regarding software, database contents, Internet publications, and other published materials. Recognize the difference in the following:

- Freeware
- Shareware
- Public Domain
- Open Source
- All Rights Reserved

Standard 6

Students will access on-line information resources. Each student will be able to perform the following tasks:

- Use an Internet Browser to:
 - Identify a URL
 - Navigate a Website/World Wide Web
 - Reload/refresh to view Web pages
 - Show a history of recently visited Websites
- Search the Internet for information using:
 - Online databases/catalogs/libraries
 - Keyword search engines and category directories (i.e. Google, Yahoo, Ask, Bing)

Standard 6 Cont.

- Conduct advanced Internet searches using: Quotation marks and Boolean Operators (AND, OR, NOT)
- View and evaluate quality of information on Websites.
- Download Internet resources stored at World Wide Websites.

Standard 7

Students will successfully use electronic mail (email). Using his/her own account, each student will be able to perform the following tasks:

- Send
- Receive
- Reply to, reply all
- Forward

Standard 8

Students will create an electronic presentation. The presentation should include the following items:

- Use a variety of slide layouts.
- Transitions, automatic timing, and animation.
- Graphics and text.
- Proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in the presentation.
- Understand various view and print options.
- Apply design elements (including themes, backgrounds, or color schemes) supporting the tone of the featured topic.

Standard 9

Students will use their document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project during the semester (or trimester, etc.) in which they are enrolled in the Computer Technology course.

E. GRADING PLAN

- Assignments = 25%
- Bell Ringers = 25%*
- Tests = 50%

*Bell ringers are participation points that cannot be made up if a student is tardy or absent (unless absent due to illness or doctors excuse, then an alternative assignment will be provided).

The grading scheme will be as follows:

A A- B+ B B- C+ C C- D+ D F

93% 90% 87% 83% 80% 77% 73% 70% 67% 63% <63%

F. COURSE SPECIFICS

- Students should use a 3" x 5" note card (handwritten, single-sided) for each in class exam. Note cards will be turned in with the test. If a student misses a test because of an exempt or excused absence, the test may be made up the next day.
- All assignments will lose twenty-five percent (25%) if turned in late and will receive zero percent (0%) if more than five class days late.

G. CLASSROOM RULES OF CONDUCT

- RESPECT -- Students will respect one another, themselves, the teacher, and the equipment by their actions, words and expressions.
- HONOR -- Students will honor other people's ideas and feelings. Students will honor the rules of the school.

H. ATTENDANCE POLICY

- LATE – Students will be in their seats by the late bell. Students not in their seats will be considered tardy which will be recorded in the school records.
- ABSENT – Students who have an unexcused absence will have their assignments, tests, and labs considered late under assignment policy. Excused absences have two (2) class days to make up missing work.

I. AFFIDAVIT

- See following page.

Computer Technology I Syllabus Affidavit

My signature below indicates that I have read and understand this syllabus and have been given instructions on where to locate additional copies online.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

Please sign and return this sheet only to the instructor.