

Golden Plains High School

Computer Technology I

Course Syllabus

Instructor: Mrs. Judy Rogers

Course Length: 2 semesters

Location: 2nd Floor Computer Lab

Requirement: Required

Objective: The objective of this course is to develop basic computer skills including keyboarding, word processing, spreadsheet, database, presentation, and Internet applications. This course meets the Kansas State and USD #316 requirement for computer/technology education.

Grading: Students will be evaluated on a variety of daily assignments, quizzes and tests, and application skills. The grading scale will follow the district grading scale as follows:

A-100%-90%

B - 89%-80%

C - 79%-70%

D - 69%-60%

F -below 60%

Grades will be weighted* according to the type of assignment and the semester being evaluated.

Grade Weighting

Daily Assignments = 50%

Quizzes & Tests = 25%

Projects = 25%

*Weighting may be changed at the discretion of the instructor as the course evolves and will be explained to students in advance if necessary.

Supplies: Each student is asked to provide a 1” three-ring binder to organize handouts and assignments. Students are also asked to bring a blue or black pen (no red or fluorescent colors) or sharpened pencil to class daily. Textbooks will be stored in the classroom. Notebooks or notebook paper are not necessary as the majority of assignments will be completed on the computer or on teacher handouts.

Assignment Completion: Due to the nature and design of the course, all assignments are to be completed at school under the supervision of the instructor. Students will be given adequate class time to complete most tasks. If an individual student needs additional time, they may work on their assignments when the lab is available during their study hall time, or before and after school with instructor permission and supervision.

Topics Covered:

First Semester—Keyboarding, Word Processing, Document Production, Digital Citizenship

Second Semester—Spreadsheets, Presentations, Multimedia Applications