**Computer Technology I – Computer Basics**

Mr. Sweeney, Teacher

Room 121 - Computer Lab

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**Course Description**

Welcome to Computer/Technology 1 – Computer Basics

This course is designed to strengthen current technical skills, as well as introduce new technologies and applications that are essential to academic success. We will work on mastering MS Applications (Word, PowerPoint, Excel, Etc.) while exploring new technologies (Blogging, Basic Programming, Cloud Based storage and sharing, and more). Concepts of online citizenry and proper internet usage (data mining, safety, social media, etc.) are discussed throughout the course.

In this class students will explore, create and evaluate the subject of computer technology and internet usage.

* Students will apply digital tools to gather, evaluate, and use information. (ITSE 3a, 3b, 3c, 3d)
* Students will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. (ITSE 1a, 1b, 1c, 1d)
* Students will use digital media and environments to communicate and work collaboratively. (ITSE 2a, 2b, 2c, 2d)
* Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. (ITSE 4a, 4b, 4c, 4d)
* Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. (ITSE 5a, 5b, 5c, 5d)
* Students demonstrate a sound understanding of technology concepts, systems, and operations. (ITSE 6a, 6b,6c, 6d) [**International Society for Technology in Education**](http://www.iste.org/docs/pdfs/20-14_ISTE_Standards-S_PDF.pdf)

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|  | **Areas of Concentration** |  |
| **Unit I**  History of computers  Windows desktop  Computer concepts  Keyboarding | **Unit 2**  MS Word  MS Excel  MS PowerPoint | **Unit 3**  Internet Research and Citation  Copyright / Fare use  Cloud based storage and collaboration  Digital Citizenship |
| **Unit 4**  Issues in technology  (cyberbullying, safety, data-  mining, social media, etc.)  Basic blogging | **Unit 5**  Introduction to computer design and editing. (Via: Ipiccy, Photoshop, etc.) | ***Unit 6 (if time allows)***  *Introduction to programming*. |

**Assignments** –all assignment will be submitted on the due date. No late work is accepted without contacting your teacher first. All projects, class assignments and test scores will be posted in Progress Book.

Daily Assignments

Step by step instruction, lecture, online applications and discussion.

Tests/Quizzes

Concepts and vocabulary

Unit assessments

Projects

Collaboration, Online research, presentations

**Grades**

Tests/quizzes/class assignments/projects

Letter grades for the course are based on the guidelines outlined below.

Weights

Completion of daily assignments 40%

Completion of required projects 20%

Completion of Tests/Quizzes 30%

Class Participation/Presentations 10%

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| **Scale** | | | | |
| **A= 90 -- 100%** | **B = 80 – 90%** | **C = 70 – 79%** | **D = 60 – 69%** | **F = 59% or below** |

**Rules**

***Adherence to school rules and dress code as stated in the student handbook is expected.***

No food/drink in computer lab

Respect others –no rude/distractive behavior

Computer maintenance – respect the hardware and the room

Tardy 3 times – After school my room.

Phones away (*I love technology but distractions come in many forms)*

Additional rules and expectations will be discussed in the first week of class.

Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_