

COURSE SYLLABUS FOR: INTRODUCTION TO COMPUTERS

INSTRUCTOR: Mr. C. Daley DURATION: 1/2 Semester(s)
TRACK: A
PERIOD: All CONFERENCE: ROOM:
208

TEXT/MATERIALS

- ?? Microsoft Office 2000 Introductory Course by Pasewark & Pasewark, South-Western Educational Publishing.
- ?? South-Western Keyboarding Software, South-Western Educational Publishing
- ?? Weekly student assignment packages or charts, supplementary materials from other text and instructor.

Textbook and materials assigned to this course is for in-class uses only and should not be remove from the classroom. The course requires very little homework assignments, since most activities are done in class under teacher's supervision. Each student is expected to bring a three-ring notebook to class with paper, pencil or pen for daily note taking. Graded assignments and class notes should be retained and organized sequentially within the notebook for end of semester check-off.

COURSE DESCRIPTION

This course provides a basic comprehensive review of computer terminology, hardware and software operating features as well as introductory keyboarding. Students will acquire hands-on training in operating computer equipment and will use the computer to complete real life business and personal application projects. Topics cover includes word processing, spreadsheet, database management, touch-typing, and presentation graphics in conjunction with students learning the operating features of Microsoft Office application software: Word, Excel, Access, and PowerPoint. Instruction will emphasized proper document/report creation, editing, formatting and style techniques. It also conducts brief workshops on employment topics including resume, interview, job search techniques, and portfolios. This course is recommended for graduation, college and career preparation and meets the California State Standards posted inside classroom.



COURSE GRADING

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|--------|--|---------------|
| 1. 10% | Attendance/Class Participation | A = 90 – 100% |
| 2. 25% | Keyboarding assignments | B = 80 – 89% |
| 3. 30% | Applications/Concepts/Others assignments | C = 70 – 79% |
| 4. 25% | Tests/Quizzes | D = 60 – 69% |
| 5. 10% | Final Test/Projects | F = Below 60% |

DAILY COURSE ACTIVITY, QUIZZES, AND TESTS

Every day will begin with a posted “lesson activity” that outlines the day’s objectives on the overhead or board. Students should begin copying the lesson activity into their notebook, as soon as they arrive, for future reference since it will be posted for only a few minutes. However, a copy of the daily lesson activities will be posted in the class activity folder. Students should begin with the lessons as soon as they take their seat. Lessons are teacher presented, followed by guided practice



and individual practice assignments from the weekly student's assignment package/chart handouts. The first month of course will be devoted mostly to learning keyboarding keys, techniques, drill practices and timed writing practices. In general most of the work for this course is done inside the classroom but there will be periodic research or other homework assignments. Make sure that all assignments turned in to your teacher are properly labeled with the student name, assignment's name, date and period number, clear headings, sections title and page numbers. There will be periodic concept quizzes, two midterm exams, and a final project/test each semester.

CLASSROOM PROCEDURES, RULES AND BEHAVIOR EXPECTATION

- 1.1 Respect your teacher, adults, fellow students, substitute teachers, or visitors to the classroom.
- 1.2 Be in your seat, quiet, and ready to work when the tardy bell rings; otherwise you will be counted **tardy**. The teacher, not the bell will dismiss class.
- 1.3 Raise your hand if you have a question or in need of help during class/lecture and wait until you're acknowledged by the teacher. **Do not speak out of turn, shout teacher's name or otherwise disrupt class to get teacher's attention.**
- 1.4 Save your work on diskettes provided by your teacher. Do not remove diskettes from class nor bring disk in from outside the classroom.
- 1.5 Follow all directions given by your teacher. Should you disagree with something, it is inappropriate to get into an argument, with teacher or students, in front of class. Schedule a conference with teacher to discuss problems or concerns for after class, during conference, or after school.
- 1.6 Take care of personal business between classes or at lunch (locker, restroom etc.). In keeping with school policy, no hall passes will be issued during class. Teacher might make exception in the event of a real emergency.
- 1.7 Work on teacher assigned tasks/lessons during class. Students are not allowed to work on assignment for other class unless permitted by teacher.
- 1.8 Waste paper is to be discarded without crumpling it into a ball and without throwing it across the room.
- 1.9 No food, gum, beverages, or liquid are allowed in this classroom or at computer stations. It is your responsibility to help keep your computer station/desk clean.
- 1.10 Do not download computer games, software or music from the Internet to computer desktop or hard drive.
- 1.11 Students will **not** put on makeup, hairspray, or nail polish in class; view or use pictures, hairbrush, mirrors, etc. These items will be confiscated if used or turned over to the Dean's office.
- 1.12 The use of electronics equipment such as cellular phones, radios, CD players, games, etc. are disallowed during class time. If you have any of these items keep them turned off in your bag for the entire class period.
- 1.13 It is a serious infraction to write on or otherwise deface desks, equipment, or any school property. Do not change computer desktop settings.
- 1.14 Remain in your assigned seat at all times during class. Do not walk around the room needlessly or disrupt class.
- 1.15 Work turned in must be your own. Cheating of any type will be punished based on district policy. Copying the work of others will result in an "F" grade in addition to the above mentioned penalty.
- 1.16 The classroom must have an environment conducive to learning. It is expected that all students adhere to appropriate and reasonable classroom behavior (conduct) whether indicated above or otherwise. When the limits of "reasonable conduct" have been violated, disciplinary action outlined by the District Standards will be enforced.

- 1.17 If you are ill and unable to take a test or turn in assignments on deadlines, you will be given make-up time, when appropriate, according to district policy. Make-up time/dates will be announced periodically by teacher. It is the student's responsibility to arrange for the make-up at the first available date.
- 1.18 In order to leave the classroom during the period for any reasons whatsoever, you need to have a Hall Pass and written permission from your teacher.
- 1.19 Students in violation of class rules will receive disciplinary citation, referral or verbal warning from teacher. It is the responsibility of students to follow the instructions on citations or referrals to avoid additional disciplinary consequences.

Tear off

I hereby acknowledge that I have read, understand, agree to abide by the above terms and conditions regarding the class rules, computer lab agreement and cheating policy. I further understand that failure to adhere to these rules may result in serious disciplinary actions.

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Student Signature: _____ Print Name: _____ Date: _____

Should you have any question or suggestions, please call the school office at 323-937-3210 and leave a message or send a note with your child. I will return your call or set up an appointment for conference at the earliest convenience.

DEPARTMENT CLASS PARTICIPATION GRADE POLICY

Teachers are authorized to include a participation grade in the compilation of student grade. Such a grade shall not exceed more than 10 percent of the total points or grade values possible during the given period.

Students will begin each semester with an "A grade" in participation. Specific point deductions will be made for the following:

- ?? Failure to participate in class assignment and discussions
- ?? Lack of required materials or book(s) needed for class.
- ?? Class disruption
- ?? Eating or drinking in class.
- ?? Chewing gum in class.
- ?? Unexcused tardies.
- ?? Unexcused and/or Excessive absences
- ?? Uncooperative attitude.
- ?? Not having proper readmit when the bell rings at start of class.
- ?? Leaving class without teacher's permission.
- ?? Being out of assigned seat.
- ?? Failure to adhere to class rules
- ?? Misuse/abuse of department equipment and furniture.