National Standards

The computer standards for students are divided into six broad categories. These standards were developed by the International Society for Technology in Education (ISTE).

1. Basic operations and concepts
   - Students demonstrate a sound understanding of the nature and operation of technology systems.
   - Students are proficient in the use of technology.

2. Social, ethical, and human issues
   - Students practice responsible use of technology systems information, and software.
   - Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

3. Technology productivity tools
   - Students use technology tools to enhance learning, increase productivity, and promote creativity.
   - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.

4. Technology communications tools
   - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

5. Technology research tools
   - Students use technology to locate, evaluate, and collect information from a variety of sources.

6. Technology problem-solving and decision-making tools
   - Students use technology resources for solving problems and making informed decisions.

Source: http://cnets.iste.org/sfors.htm

Course Objectives

The objectives for Introduction to Computers will enable the student to use the computer effectively in a multitude of academic scenarios. The numbers in parentheses refer to the standards that are addressed.

- Understand the basic parts of a computer system and their relationships (1)
- Master the basic functions of the Windows operating system (1)
- Understand and use basic computer terminology (1)
- Master print commands to produce attractive hard copies of work (3)
- Design document layouts that are creative and properly formatted (3, 4)
- Master the basic uses and procedures of word processing software (1-5)
- Master the basic uses and procedures of spreadsheet software (1-6)
- Master the basic uses and procedures of presentation software and multimedia (1-6)
- Understand the rules and etiquette of Internet access through LAUSDnet (2)
- Master the basic uses and procedures of Internet software (1-3, 5)
- Master the basics of antivirus software and computer maintenance (1)
- Master the basic uses of Draw/Paint software (1-3)

Let’s have a productive and enjoyable year!
Course Description
Welcome to a new semester at Orville Wright Math, Science, and Aerospace Magnet School. The students in Introduction to Computers will be using personal computers in their everyday activities and projects. We will be covering four major areas: Windows; Microsoft Office applications, the Internet, and Draw/Paint. The students will acquire the basics of the Windows system so that they will be able to navigate with ease through the various applications they will be using this year. Microsoft Office contains word processing, spreadsheet, and presentation applications—software that will be critical for school and career success. All the computers in the class have Internet access. Students who pass the district’s Internet test will have access to the World Wide Web and email throughout their LAUSD career.

For many of their projects, the students will be working in collaborative groups. Students will be working side-by-side to complete exercises and produce final projects. Our students will not only gain individual skills, but they will learn to combine their talents and skills with the talents and skills of their fellow students to produce these projects. I will give our young people guidelines that will enable them to work successfully in their groups, and with parents’ help and reinforcement, they will continue to interact successfully and creatively with each other. I urge parents to encourage their children to be focused in the classroom and to participate fully in class.

Materials List
Students will need the following materials for class everyday:

- A binder
- #2 pencils and pens
- One 3 ½ inch floppy disk with label
- Disk case or pocket in binder
- CD-RW with case
- An agenda book (supplied by the school)
- Each student will receive booklets that will have all their computer exercises and projects

Grading Policy
NO LATE WORK WILL BE ACCEPTED. Students with excused absences will be allowed to make up work. Missed assignments must be obtained from your study partner or your teacher. If you have been absent for any length of time, you must see your teacher the day you return to school or you will be ineligible for make up work. Your teacher will arrange a due date for missed assignments. It is important that assignments and homework are completed by all students in order for students to master the skills and concepts taught in class. Lower grades (or possibly failing grades) will result if a student chooses not to complete assignments.

- Computer exercises are worth 10 points
- Computer projects are worth 40 points
- Homework is always worth 10 points
- Quizzes are worth 40 points

Grades are calculated by dividing the total points earned by the student by the total points possible. 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 59 and below = Fail.
Three tardies earn a U-mark in work habits for the five week progress report. Six tardies earn a U-mark for the final report card.

Grades will be posted on the school web site.

Classroom Rules
1. Be in your assigned seat before the bell rings and be ready to work.
2. Bring all required materials daily.
3. Refrain bringing anything to eat, drink, or chew into the classroom.
4. Raise your hand for permission to speak or to leave your seat.
5. Respect the school’s property and the rights and property of others.

Students who follow these rules will be extended classroom privileges. Non-compliance will result in loss of privileges, standards, and/or parent contact.