

Essential Technology Course Syllabus & Class Guidelines

Students will explore the [21things4students](http://21things4students.com) website, which is an educational and online resource to help students improve their technology proficiency as they prepare for success in the 21st century. Students will also gain basic skills in Microsoft Word, learn how to effectively communicate through business letters, memos, and emails, learn how to create basic spreadsheets using Microsoft Excel, research prospective career choices by completing an online Educational Development Plan, create a personal resume, and learn how to prepare for a job interview. Students will also be introduced to [Moodle](http://moodle.com), which integrates classroom and online instruction.

Student Expectations:

1. Be in your assigned seat warming up in the online typing program when the tardy bell rings.
2. Please have a designated folder and pen/pencil to bring to class with you every day. I do not loan writing utensils.
3. All class work should be completed in a timely manner—usually the same day it is assigned. Otherwise, it is due the next day. **You may not share files with other students. Each student must complete his or her own work in order to receive credit on an assignment.**
4. If absent, you will be expected to turn in any homework the next class day. All tests and quizzes need to be made up within the next two school days, either before or after school. See me to make arrangements. This is **YOUR** responsibility! I am here most days after school until 4:00 p.m. or later.
5. **Late Work Passes**—Students will be issued two 'Late Pass' coupons, which may be used on an assignment they didn't turn in on the due date. The 'Late Pass' coupon is only good one day after the original due-date of the assignment.
6. Keep track of your grade using Parent Connect. No grade changes will be made after one week of the date of the assignment.
7. Use computers properly and ethically. You may be responsible for any damage you cause.
8. Complete all computer class assignments first. Then you may work on other school work.
9. Use the restroom and get a drink **BEFORE** you come to class.

10. Use the last 2 minutes of class time to clean up after yourself. Remain in your seat until you have been dismissed from class and push in your chair when you leave.

Computer Usage Rules

- ❖ **Always do your OWN work. You may not submit another student's work in class as your own. This is considered cheating and will forfeit your grade for the assignment, as well as earn you a detention.**
- ❖ Proofread all documents from the screen before printing in order to conserve paper. **One printout per assignment. (Minus 2 pts. for additional printouts.)**
- ❖ Name, hour, date and Filename & Path must be typed on all assignments to be handed in. (Minus one point for handwritten.)
- ❖ No food or beverages in the classroom. Water is ok—just not overtop of the keyboard!
- ❖ Please do not use the Internet unless you receive permission to do so. Absolutely no social networking sites such as Facebook, etc. No email unless it's as a class activity.
- ❖ Do not switch out your computer mouse or keyboard with a neighboring computer. Simply let me know if you are having issues with the one at your assigned computer and I will try to remedy the issue(s).
- ❖ **If doing research on the Internet, please ask for permission to print.**
- ❖ **No phones or musical devices should be visible during class time.**

If you are falling behind on your work, please talk to me after class about making arrangements for getting caught up on your work. I am a reasonable person, but ultimately, you are responsible for yourself. Please stay on top of your work in this class and I'm sure you will do well in here. 😊

Participation Points:

Each student can earn participation points worth 25 points each marking period simply by coming to class on time and participating, doing your work, and being respectful to your peers and to the teacher. These points will count for 20% of your overall grade in this class. Therefore, it is important that you do everything in your power to make sure you earn the points each week. Points will not be awarded for the following (but not limited to):

- not coming to class prepared
- inappropriate language
- being disrespectful
- leaving class without permission
- not being on task—especially being on the Internet without having work completed
- cheating, etc.

Classroom Equipment:

Take care of the computer at which you sit. If you notice something wrong with it, bring it to my attention immediately! Otherwise, you may be held accountable for any broken or missing items at your station. **DO NOT CHANGE BACKGROUNDS, SETTINGS, ETC., AT YOUR MACHINES!!**

<u>Grading:</u>	<u>Grading Scale:</u>	
Grades are based on the following: Participation: 20% Assignments: 50% Quizzes/Tests: 30%	93– 100	A 73 – 76 C
	90 – 92	A- 70 – 72 C-
	87 – 89	B+ 67 – 69 D+
	83 – 86	B 63 – 66 D
	80 – 82	B- 60 – 62 D-
	77 – 79	C+ 0 – 59 E

I am aware of the classroom rules and procedures for Ess. Tech. class.

Name: _____ Date: _____