

Virginia High School

Computer Tech

Course Syllabus

Instructor: Mr. Kelly

Contact Information

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Planning Period: 5th Hour (11:04-11:47)

Course Description

This course aims to develop high level technology skills within its students. Each skill will have a meaningful outcome that will enhance or assist the student in their regular classrooms and beyond Virginia High School. The next generation of technology will concentrate less on product focus and more on outcome focus. The class is highly interactive and requires the input of all students on a regular basis. Students may participate in any way that best suits their style and ability. Students will work collaboratively with their peers, both informally and on more formally structured projects. The emphasis will be on preparing students to be self-sufficient learners as they move toward higher education or the start of their professional career.

Students will learn word processing skills using Microsoft Word, spreadsheet skills using Microsoft Excel, presentation skills using Microsoft PowerPoint and publishing skills using Microsoft Publisher. Students will also develop skills that will help them explore and develop content on the World Wide Web. Throughout the course strong written and verbal communication is emphasized. Knowledge and skills gained in this course are applicable to subsequent business courses.

Other topics to be covered but, not limited to: Computer & Printer Maintenance, Operating System Skills, Databases, Multimedia, Communication, Societal & Ethical Issues for Technology

Class Expectations

Students are expected to bring their laptop, a notebook, and a pencil to class on a daily basis. If a student fails to bring their laptop to class, they will receive a zero for the day. Most of the work required for this class will be done in the classroom; however there will be times that homework is required. Homework must be submitted by its due date to receive full credit. Any late work will receive a penalty of point reduction.

Grades

Exams 35%

Projects 30%

Class Exercises 25%

Quizzes 10%

Course Requirements*Exams*

Students will be given four tests over the course of the semester. The topics of the exams will be Microsoft Word, Excel, PowerPoint, and Publisher.

Projects

Students will have select projects assigned throughout the class. Information on projects will be handed out at a later date.

Class Exercises

Students will be doing classwork every day that will help develop technological skill proficiency and concept understanding.

Quizzes

“Announced” quizzes will be given periodically throughout the semester. These quizzes are used to assess student understanding and to identify areas for improvement.

Final

There will be a cumulative final given during the appointed final exam time. The content of the final exam will entail all major topics covered during the semester. This final will account for 20% of the student’s semester grade.