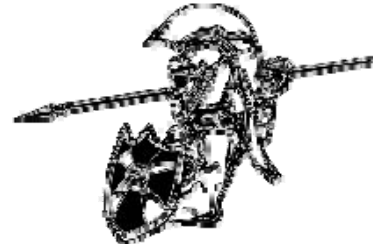


# Andover High School Computer Technology Course Syllabus



## INSTRUCTOR INFORMATION

**Instructor Name:** Julie Bailey

**Class Location:** Room 504

**Phone:** 733-1335 Ext. 504

**E-Mail:** baileyj@usd385.org

## COURSE INFORMATION

**Prerequisite:** Keyboarding/Quiz Out of Keyboarding

**Course Description:** This course is designed to help any student become aware of the potential of the microcomputer in business, school, and everyday life situations. Computer Technology uses a “hands-on” approach by exploring and mastering Windows, Word, Excel, and Outlook Express, which includes e-mailing and calendaring.

### **Course Objectives:**

1. Identify and demonstrate the components of Windows.
2. Create and manipulate word processing documents.
3. Create and manipulate an electronic spreadsheet.
4. Create and manipulate e-mail and calendaring.

**Required Materials and Supplies:** Pen/pencil, paper, notebook (for notes, handouts, and other papers), and planners are required daily for this class.

**Supplemental Reading Materials:** None

### **Method of Evaluation:**

Tests	50%
Daily Work	30%
Final	15%
Personal Responsibility	5%

**Grading Scale:**

A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%

**Major Assignments/Projects:** To be determined.

**Homework:** One hour a week.

**Late Work:** Not accepted.

**Safety Test:** Not applicable.

**INSTITUTIONAL POLICIES**

**Make-Up Work:** It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed for each day of excused absence. For extended illness, the student will be limited to a total of 5 school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration. No make-up credit will be allowed for unexcused absences. Tests that have been scheduled in advance and long-term assignments need to be completed within a reasonable period of time per the agreement with all parties. Teachers may establish specific guidelines related to long-term assignments on an individual class basis. Dependent upon individual teacher policies, students may miss the opportunity to earn daily participation points for non-school related absences.

**Unexcused Absences:** Students who have an unexcused absence will lose credit for all work missed during that class period. Students will be assigned 2 hours detention for each hour of unexcused absence or Saturday school in cases in which the student is unexcused for a significant part of the school day.

**Tardies:** Students are tardy if they are not in the classroom when the bell begins to ring. Individual teachers may further stipulate what constitutes a tardy, (i.e. must be in the seat when the bell rings). Students are allowed 1 excused tardy per class, each semester. Beginning with the 2nd tardy, 30 minutes detention time will be assigned by the classroom teacher to be served in the school wide detention room.

**Academic Dishonesty:** Students are expected to maintain academic honesty and integrity at all times throughout their high school career. Academic dishonesty (as in cheating or plagiarism) is not acceptable. Cheating includes copying another student's work and submitting it as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. Repeated

occurrences could result in the student being removed from the class with no credit. Any student enrolled in a BCCC or dual credit course caught cheating or plagiarizing is subject to BCCC rules and regulations that may result in a student receiving an “F” for the course.

**All policies and guidelines from the Andover High School Student Handbook will be enforced.**

**INSTRUCTOR POLICIES**

**Classroom Expectations:**

- There is absolutely NO game playing, e-mail, or instant messenger during class.
- Respect school property, classmates, and teachers.
- No food/drink is allowed in the lab.
- No electronic devices allowed in the lab.
- No flash drives allowed in the lab.
- Please be in your assigned seat when the bell rings.
- You are expected to take care of personal matters...restroom breaks, telephone calls, and appointments with other staff...during designated school breaks.
- Clean up after yourself in the lab.
- Please remain seated at the end of class until the bell rings.
- All computer work must be completed in the computer lab.

**Personal Responsibility:**

- Earn 5 pts a day.
- Allowed 1 free tardy.
- Allowed 1 free hall pass.
- Come prepared for class.
- Participate in class.
- Stay on task.
- Use class time wisely.
- Display appropriate behavior.

**BE READY AND WILLING TO WORK...AND WE'LL HAVE A GREAT SEMESTER!**

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Please sign and return the bottom portion to Mrs. Bailey, Room 504.

I have read and understand the policies as outlined in the course syllabus for Computer Technology.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Hour

\_\_\_\_\_  
Parent/Guardian Signature