

Computer Literacy

Highland Academy, Fall 2017

Purpose

This course represents an effort to introduce the learner to the everyday uses of information technology (IT) that are found within the educational community and are used as a consumer. Time does not permit for the mastery of any one aspect of IT. Furthermore, IT changes rapidly, making many older techniques soon obsolete. Rather, the goal of the course is to convey the concepts behind IT and to develop the higher order thinking skills necessary to understand future forms of IT that have not yet been brought into common use. All of this is for the purpose of empowering the learner to understand and use technology for their benefit in future educational courses, as well as in the home and workplace.

General Course Topics

Keyboarding Skills
Operating System Basics
Organizing and Managing Digital Information
Security Basics
Networking basics
Ethics and Safety
Office Basics: email, word processing, spreadsheet, presentation, desktop publishing, database

Assessment

All classwork will be viewed in the light of the teacher's expectations, which will be clearly communicated for each assignment. Exceptional scores require exceptional performance.

This is how much each type of learning assessment counts:

- Labs: 60%--Lab investigations will focus on applying what's been studied in class, usually involving the creation of some kind of document.
- Quizzes: 40%--Quizzes will occur after studying any conceptual material. They will consist of true/false, matching, multiple-choice, or possibly the production of a document.

Assessing Student Work

Unless another scoring rubric is specified the following will be used to assess student work:

- Quizzes with 10 or more questions: scores will be determined by taking the percent correct
- Labs, and Quizzes with less than 10 items: scores will represent a percent of the teacher's expectations. Scores will be separated by increments of 5 points: 5 points off for each minor mistake; 10 points off for each major mistake.

100% fully met or exceeded teacher's expectations

95% a minor mistake

90% 2 minor mistakes or a single significant mistake, and so on

0% assignment not turned in or made up

Letter grades will be issued according to the following scale:

A: 93-100	A-: 90-92		
B+: 87-89	B: 83-86	B-: 80-82	
C+: 77-79	C: 73-76	C-: 70-72	
D+: 67-69	D: 63-66	D-: 60-62	
F: < 60			

Late Work

Quizzes, and *Labs* are to be made up as soon as possible after returning from an absence. The general rule will be for the quiz to be taken or the lab activity to be completed within the number of days missed, from the time of returning to class. (Example: Johnny is out of class on Thursday and Friday, missing a quiz. Johnny returns to class on Monday. Johnny will have two days, for the two days missed, to make up the quiz for full credit. Johnny will need to take the quiz before class time Wednesday, or receive 20 points out of the 100% trimmed off of his score for each day thereafter that he waits. After 5 school days from this deadline, no credit will be given for taking the quiz.)

For late work that is submitted, unrelated to an absence, 20 points out of the 100% will be trimmed off of the score for each day late after the due date.

Exceptions might be made to this late work policy for catastrophic illnesses and for other extreme circumstances. These circumstances will be determined by the instructor and principal.

Behavioral Expectations

- interact orderly and courteously; speak one at a time.
- treat the building and equipment with care.
- come to class with what you need -- pencil, notebook, textbook.
- absences and tardies will be handled according to the school policy.
- no food, drink or gum.
- visits to the restroom will be allowed if they don't become excessive. What constitutes excessive will be a judgment call of the instructor. (These visits are for emergencies.)
- it is THE STUDENT'S RESPONSIBILITY to find out what was missed when absent by looking at the assignment web page, by asking the teacher, or by asking a classmate.
- class time is to be used for working on Computer Literacy tasks.