



Computer Technology – Syllabus

Ms. Emily

Course Description: Computer literacy is a foundational element of success in today's technology-driven world. This course is intended for students to learn concepts associated with key application software, basic computing fundamentals, and ethics and appropriate behavior while using technology as a tool in the classroom and in life. This course is aligned with national and international standards and the Utah Core to prepare students across multiple levels of skills.

Course Expectations: Following a unit on computer basics (hardware, storage, operating systems, internet, networks & digital citizenship) students will learn about spreadsheets & word processing in a flipped classroom. This means that students will be able to move at their own pace by interacting with videos that demonstrate features but not the actual assignment. They will be able to move through these assignments as they see fit, speeding up at points they already understand, slowing down and replaying portions they need to review. Students will then be able to demonstrate competency as they create 'work orders' applying the skills they learned in their studies. I really like this method because it affords the freedom to do it the way they want and allows me to offer extra support as needed. As a class we will then cover presentations and electronic communication.

Grading Plan:

- Grading Scale:

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	F	Below 64
C+	77-79		



Course Policies:

Student Work: Digital study guides will be utilized through each student's Google Classroom account, which is assessable through their school email account (mmalions.org). These guides are to be digitally turned as they progress through each of the 5 units. Students are encouraged to move at their own pace. However, if I find that they are misusing their time or need additional time in order to complete the course standards, they will need to work from home.

Portfolio: Students are encouraged to upload featured works to their digital portfolio as well as print out hard copies to be stored in their portfolio binders.

Homework Expectations: If Ms. Emily feels that the student needs more support she will contact parents to recommend additional work time from home.



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Absences: Any class time missed can be made up from home so that the student does not fall behind.

Citizenship Grade: All students have an 'S', or satisfactory citizenship grade. Problems with citizenship will be addressed through a letter sent home to be signed and returned to following day.

Short & Sweet Class Rules: Respect equipment and allow others to work. If the right to learn is being intruded upon, a verbal warning will be given so that the student is made aware of the behavior. If the behavior continues, the student will be asked to stay after class or after school in order to review the expectation. If more support is needed a letter will be sent home identifying the behavior in question, which will need to be signed by a parent and returned the next day. Unreturned letters will warrant a phone call home.

Class Materials:

Headphones or earbuds will not be provided and will be the responsibility of each student. This is a required material for this course. If a student does not have access to headphones or earbuds they need to make arrangements with Ms. Emily before unit 2. Students who prefer to work on a general USB keyboard is welcome to bring in a labeled keyboard which may be stored in class. Students may also provide a mouse, if they so choose.

I have read and understand the rules for _____ class.

Parent/Guardian Signature:_____ Date:_____

Parent/Guardian's Email Address:_____ and/or _____

Student Signature:_____ Date:_____