

ROP INTRODUCTION TO TECHNOLOGY

Rim of the World High School

Instructor: Rob Wilson

Classroom: Rm 403 (ROP Print Shop)

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I. COURSE DESCRIPTION:

This semester-long course is designed to provide students with the fundamental skills and knowledge of modern technology needed to be successful in high school and beyond. The course will cover the use of standard computer software including programs from Microsoft, Google, and Apple. Emphasis will be placed on word processing, spreadsheets, and presentations. This course also provides students with experience in typing, desktop publishing, internet research, résumé writing, soft skills, and more. Because my classroom is located inside the R.O.P. Print Shop, students will receive hands-on experience with cutting, binding, and other print shop related tools and procedures and will be expected to follow all safety rules.

II. GRADING:

Grades are managed through Aeries and can be viewed by logging into your Aeries account online. I try to update all grades every Friday, but I am not perfect, and some projects will span several weeks. For the most current grades or if you have any questions regarding your grade please see me in person. Any work not turned in on time will receive a zero in Aeries until it is turned in. A zero grade can drastically affect your overall grade in the class so please stay on top of assignments and due dates.

Student's grades will be divided into the following categories and point values:

- Word Processing: **35%**
- Spreadsheets: **25%**
- Presentations: **15%**
- General Classwork (Worksheets, Quizzes, Typing, Soft Skills, etc.): **15%**
- Citizenship/Professionalism: **10%**

III. SAMPLE PROJECTS INCLUDE:

Many of our classroom assignments will be taken from our computer applications simulation textbook where students will create the following (this is only a short list):

- a. Letterhead, Business Letter
- b. Employment Application, News Release, Memo
- c. Newsletter, Calendar
- d. Attendance List, Sales Analysis, Schedules
- e. Trivia, Promotions
- f. Flyers, Gift Card
- g. Résumé

IV. CLASSROOM MANAGEMENT:

- a. Actively listen when teacher is talking. **(NO CELL PHONE USE DURING INSTRUCTION)**
- b. Computers are to be used for school-related work only.
- c. Plagiarism is a serious offense. Students may not misrepresent others' work as their own!
- d. Classroom/Student Materials: ***It is strongly recommended to have a USB thumb drive (8 gb or higher) to back up your work.*** These can be purchased easily at any retail or electronics store, such as Walmart, Target, or Amazon.
- e. Hall Passes: Leaving the class without permission may result in Administrative Discipline. Don't do it.
- f. Eating/Drinking by class equipment is strictly prohibited. Violation may result in Administrative Discipline and students/parents may be held liable for the replacement of damaged equipment.
- g. No running, fighting, bullying, or inappropriate behavior will be tolerated under any circumstances.
- h. Respect the classroom, students, teacher, guests, and policies. No foul language or inappropriate material.
- i. Be safe and use common sense while in the classroom and around computers and equipment.
- j. Respect others at ALL times.
- k. All discipline & consequences follow the RHS Student Handbook.

V. ATTENDANCE, MAKE-UP WORK, TARDINESS:

Attendance: I adhere to the Rim High School attendance policy. When a student is absent, he/she is responsible for making up any missing assignments. Good attendance is crucial for success in this course. Make-up work is available for **EXCUSED ABSENCES ONLY**.

Make-up Work: If a student has an excused absence, he/she may get missing assignments from the instructor. It is the student's sole responsibility to obtain missing work. Daily discussion and instruction is a critical part of building the knowledge needed to learn the tools, software programs and techniques needed to succeed. All make-up work must be submitted within a reasonable time frame. The student will be given the number of days they were absent plus one day to submit missing work. Beyond that, late work may not be eligible for full credit. Students participating in school activities must obtain approval by the teacher PRIOR to attending the school activity, otherwise, the absence will be considered unexcused. Unexcused late work may not be accepted or may be marked down for being late.

Tardies: Students not in the classroom at the sounding of the tardy bell will be considered tardy. Students that are tardy may not be allowed in the classroom without a re-admit note from the Attendance Office. After 3 tardies, the teacher may contact parent/guardian and the student could be subject to disciplinary action.

VI. SAFETY:

Safety rules and practices will be strictly enforced. If any student is observed doing anything that causes a potential safety threat to themselves or to other students, they will be immediately removed from the classroom and sent to Security with a referral.

VII. WHAT IS EXPECTED?

Come to class prepared (with pens, pencils, USB thumb drive, and paper) ready to work bell-to-bell. There is ALWAYS something relevant to do in class. Read the student handbook; all the rules are outlined for you. Also, show respect in the classroom for the equipment and your fellow students to make it enjoyable for everyone. Please don't mess up the computers (instant messaging, downloading content, re-arranging cables/work stations, etc. are prohibited). I set them up for your work to be enjoyable and successful, but you are not the only one using them... be courteous.

VIII. CLASS WEBSITES

We will be utilizing Google Classroom for most assignments. Students will be instructed on how to access this through their district provided google account. Students are responsible for checking Google Classroom often to ensure they are turning in all expected work by the due dates.

IX. TEACHER E-MAIL

Rob_Wilson@rimsd.k12.ca.us. E-mailing me is the best way to contact me. My classroom phone will not ring for outside calls and you will be directed to my voicemail. I do not always get messages from the school voice mail system in a timely manner.

X. SIGN AND RETURN

Student Name (Print)

Parents' Name (Print)

Student Signature

Parents' Signature

Date

***This syllabus does not include all restrictions and regulations regarding computer usage on school property. Because computer usage is an important part of this course, each student is required to sign a Technology Use Agreement Acceptance contract. Any violation of this contract may result in revocation of access privileges, which will be detrimental to the student's semester grade.*