

TECH TOOLS

Waynedale High School
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Mrs. Walton
Room 308
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Overview of Course

The course is designed for students to explore the tools of technology and software applications that will improve their productivity and efficiency in other high school assignments, in college classes, and on the job. Students will develop real-life technology skills through the use of multimedia slideshow presentations, desktop publications, advanced options in word processing and spreadsheet applications, and database functions. They will have the opportunity to scan images and use digital cameras.

Objectives to be Covered

Upon completion of the course, the student will be able to:

- Demonstrate knowledge of hardware, software and operating system requirements
- Explore emerging technology
- Use spreadsheet applications
- Create technical writings and desktop publishing
- Use database applications
- Produce multimedia using presentation software
- Develop employability skills

BENCHMARKS

- 1-Effective communications are essential in the world of business
- 2-Using effective written communications skills is critical to business success
- 3-Information and technology assist management in making decisions
- 4-There are a variety of career opportunities in various career fields
- 5- Technology provides opportunities to collaborate, solve problems, and create innovative products/solutions
- 6-Information Technology is critical to success in business and society
- 7-An understanding of how to configure, install, and troubleshoot hardware and software
- 8-Using productivity software helps accomplish business functions



Class Expectations

Students will also be expected to adhere to certain class expectations, referred to as EMPLOYABILITY SKILLS. An assessment of your ability to attain these skills will be given each grading period. They are as follows:

- | | |
|-------------------------------------|---------------------------|
| *Be respectful to everyone | *Do your class work |
| *Participate in class | *Have a positive attitude |
| *Listen and follow directions | *Come to class prepared |
| *Accept responsibility for yourself | *Be on time |
| *Have good attendance | *Ask questions |
| *Have good manners | *Keep the class clean |
| *Work hard/give your best | |

General Computer Use Rules

1. No food or drink (this is a computer lab)
2. Remain in your seat until the bell rings
3. Username and Password must be kept private
4. No unauthorized downloading or printer use
5. No tampering with equipment
6. All files are school property and are monitored
7. No use of the computers while instructions are being given, unless directed to do so
8. Work first—all assignments must be completed before browsing on the Web. If you are not finished and you choose to use the Web for personal use, you will be penalized.



1st offense = 25% deducted from current assignments

2nd offense = 50% deducted from current assignments

3rd offense = 0 for current assignments

4th offense = lunch detention with Mrs. Walton in addition to a 0 for current assignments

***Computer privileges for the class may be revoked at the teacher's discretion.**

Basis of Your Grade

Grades will be determined on the following criteria: daily work, tests, quizzes, projects, portfolio, and employability skills.

The Waynedale High School grading scale will be used.

Since almost all work is performed in class, attendance each day is very important. Student absences will require make-up time at the beginning of the day or the end of the school day. Any student missing class is responsible for asking the teacher what they missed and for completing make-up work. Unexcused absences will result in a zero for all assignments that day. Late work will result in a 10% reduction for each late day.

STUDENTS WILL DO THEIR OWN WORK. Any student caught cheating on any assignment will receive a "0" grade. The student who allows cheating to take place will also get a "0".

Reminder of Other School Policies

HALL PASSES—No student is to be in the halls without a proper pass. You should use the time between classes to go to your locker and use the restroom.

TARDIES

1st—3rd = warning

4th—6th = noon detention

7th—9th = after school

10th + = SS/ISS

