



Computer Technology

Course Description Microsoft offers an IC3 certification exam, which includes three components: Online Living, Computing Fundamentals, and Key Applications. This course focuses on the Online Living certification, which utilizes Office (Microsoft Word, Excel, Outlook, file management, Internet searching, cloud computing, & trouble-shooting).

This course develops the skills toward IC3 certification to prepare students for lifelong learning in the 21st Century. Using business computer applications and other technologies, students will maximize their ability to communicate, collaborate, and think critically and socially online in a safe and ethical way. Additionally, students will apply these skills today necessary to advance their education, and employment opportunities that require fluency with these standardized programs.

Instructor:

Sandra Guerrieri

Room # 33

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Phone: 847-464-6000

Course Materials Required:

- Textbook

Course Outline

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| Units |
| <i>Computer Fundamentals</i> |
| <i>Key Applications</i> <i>Microsoft Word Processing</i> <i>Microsoft Excel Spreadsheet</i> <i>Microsoft Power-Point Presentations</i> <i>Microsoft Access/Database</i> |



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Grading Procedures:

- *All work is graded on total points.*

Grading Scale:

| Letter Grade | Range |
|--------------|-------------|
| A | 100-90 |
| B | 89.99-80 |
| C | 79.99-70 |
| D | 69.99-60 |
| F | 59.99-below |

Absences/Make-up Work:

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to make up work will generally be one school day for every school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Timeframe for makeup work:

Students will complete missed work in full and turn it into the teacher no later than two days from the day they return.

Procedure to follow to receive and submit makeup work:

1. *Student will ask Mrs. Guerrieri for any missed homework/classwork.*
2. *Student will review the information covered for the day*
3. *Student will complete any missing homework/classwork within two days.*



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Technology Policy

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, and before or after school. Students may not place or receive phone calls during school day hours (8:12am to 2:50pm). Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.

State specific technology guidelines for your classroom here

Students may not use cell phones during class.

Academic Integrity:

Students engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores will be held to the standards of the 17-18 CMS Plagiarism Policy.

Plagiarism/Cheating

Using someone else's ideas, phrasing or words and representing those as your own, either on purpose or through carelessness, is plagiarism. This is the same as "copying" the ideas of someone else. This includes, but is not limited to: copying from the Internet, copying from a reference source, copying from a friend, etc. Plagiarism can encompass an entire paper, a paragraph, a sentence, or even just one word. Any work that is turned in and is found to have been plagiarized will be disciplined as follows:

- All daily work, classwork, homework, and quizzes will result in a zero
- For large/unit assessments and projects:
 - 1st offense-Conference with the teacher with the option to redo the project/assessment for 50% off
 - 2nd offense- Conference with the teacher, parental contact, and a zero on the project/assessment



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All subsequent offenses will result in a mandatory conference with the student, teacher, principal or student service coordinator. Consequences will be handled on a case by case basis.

*Syllabus subject to change at any time