

Computer Based Projects

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Instructor Information

Dr. S. E. Gunn, Ph. D.
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<http://www.DrGunn.net>

<http://atech.org/faculty/gunn>

Office Hours: M-F 7:00 AM – 2:00 PM
Assistance Period: By Appointment until 2:00 PM

COURSE SCOPE:

This one-year course introduces students to the use of computer applications in the production of video, audio, graphic, and digital communication projects. Students utilize a variety of technologies including webcasting, virtual learning, document collaboration, web design, and digital portfolios within the project-based learning model. Instructional practices incorporate integration of diversity awareness including appreciation of all cultures and their important contributions to society. This course fulfills the one-half computer credit and one half of an elective credit or one elective credit required for high school graduation. **THIS IS A HANDS-ON COMPUTER COURSE which requires the use of a computer, internet and compatible software to complete assignments.**

COURSE GOALS:

1. To create word processing, spreadsheet, database, multimedia, and desktop publishing digital projects utilizing various hardware and software. [NS: BE 11.6; CT 2.12.5, 3.12.6, 4.12.2; IT 5.1]
2. To demonstrate skill using external devices to create digital computer projects. [NS: CT 4.12.1, 4.12.3, 5.12.3, 5.12.3]
3. To research information resources using the Internet and Intranet. [NS: CT 2.12.7, 3.12.1, 3.12.3, 4.12.3]
4. To analyze a variety of problem-solving approaches to address the ethical issues created by technology. [NS: CT 1.12.1, 3.12.6, 4.12.2, 5.12.1, 6.12.1, 6.12.2]
5. To develop skill using digital media and the Internet to publish student work. [NS: CT 2.12.7, 3.12.2, 3.12.4, 3.12.5, 6.12.3]
6. To practice the proper use of email and web authoring as communication tools. [NS: CT 2.12.1, 2.12.7, 4.12.1, 5.12.1, 5.12.3]
7. To model cooperation, responsibility, creativity, collaboration, and initiative while working with others to complete a project. [NS: CT 1.12.1, 3.12.4, 5.12.2, 6.12.3]
8. To critique peer and personal projects in a positive, constructive manner. [NS: CT 1.12.1, 3.12.7, 6.12.4]
9. To model ergonomic practices while using a computer. [NS: CT 2.0]
10. To refine editing and proofreading skills. [NS: BE 13.2]
11. To research career and educational opportunities related to the computer industry. [NS: BE 13.6]

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ESTIMATED TIMELINE:

Quarter 1 Modules:	Quarter 2 Modules:	Quarter 3 Modules:	Quarter 4 Modules:
Introduction & Basics of Ethics, Network, Netiquette, Keyboarding, Word Processing, Spreadsheet, Proofreading, and Editing	Presentation Software, Database, Digital Project Creation	Information Research, Problem Solving, Digital Media	Email and Web Authoring, Collaboration and Teamwork, Project Evaluation, Computer Career Research

A more detailed plan can be found on Dr. Gunn's Lesson Plans Webpage at <http://www.DrGunn.net> . This estimated time line may be adjusted as needed. Items in this timeline are subject to change as needed.

TEXTBOOKS/MATERIALS:

1. Students will be provided with handouts; presentations, and software/application help modules as needed.
2. Students are expected to be prepared with pen, highlighter, spiral notebook, their school planner, and storage media device. Please note there are no additional power outlets at the student stations; therefore, USB drives that draw power through the USB port are recommended.
3. Students are required to maintain a portfolio of work and Cornell Notes.
4. Internet connection at home or access to computer/internet resources to complete assignments and/or do homework as needed.
5. Business dress attire is preferred: Female: appropriate dress or dress slacks and blouse; Male: dress pants, shirt, and tie.

ASSIGNMENTS AND HOMEWORK:

The majority of the students work will be completed on the computer; therefore, most of the assignments will be accomplished during class. Homework assignments will consist of readings and any incomplete assignments from class. Assignment website information can be found on the aforementioned homepage. The student is responsible to ensure that their work is completed and turned-in on time. **NOTE: If the student fails to properly maintain their school internet/network account; they will have to make other arrangements to have their assignments completed on time. NO extensions will be applied.**

CTSO's

1. Students are expected to join one of the Career & Technical Student Organizations (CTSO's) such as SkillsUSA, DECA, and/or FBLA.

PARENT – STUDENT – TEACHER COMMUNICATION:

Preferred method of communication is via E-Mail. Please include your student's name and the period of the course in the subject line of the email. Parent(s)/Guardian(s) may expect responses within **48 business hours (2 school days)**, to the e-mail address on file. If the situation is not able to be resolved then a conference can be arranged through the Counselor's Office. Students may also contact this instructor via e-mail. Personal information will NOT be submitted via e-mail. Please use CCSD's ParentLink for grade and attendance information.

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GRADING POLICY:

1. Grades will be computed using a point system.
2. Total points earned in the semester will be converted to a percentage and letter grade based on the following scales:

<u>LETTER</u>	<u>EXPLANATION</u>	<u>PERCENTAGE SCORE</u>
A	Excellent Accomplishment	100% - 90%
B	Above Average Accomplishment	89% - 80%
C	Average Accomplishment	79% - 70%
D	Below Average Accomplishment	69% - 60%
F	Failure to Meet Acceptable Standards	59% and Below

3. Quarter grades will be made up of total points earned from projects and assignments (50%), project logs and in-class activities (15%), quizzes, essays, and tests (15%), participation, opening activities, closing activities (10%), and homework (10%).
4. Semester Grades are derived using 45% of 1st or 3rd quarter grade, plus 45% of 2nd or 4th quarter grade, plus 10% of the semester exam grade.
5. Grades will be updated weekly on CCSD's ParentLink.
6. A grading curve will not be used in this course. Students are graded on their individual work against a technical standard.
7. All work submitted in this course will be subject to the same standards of spelling, punctuation, grammar, and penmanship expected by every instructor at the Advanced Technologies Academy.
8. Work submitted **MUST** be legible to receive a grade.
9. Study Skills - Listening, Outlining/Concept Mapping, Organization, Homework, Reading Skills, Test Preparation, Test Skills, and Memory Skills will be reinforced in this course through course activities, testing, and incorporation of these skills into course projects as appropriate.
10. Late Work: If work is not completed within the assignment window, a 10% reduction will apply for each day that the assignment is not turned-in (up to -50%). NOTE: This does NOT account for the grade that will be applied to the QUALITY of work. Students may request an extension; however, these requests will be addressed on a case-by-case basis.
11. Late Work Due to Approved Absence: Work is due within 3 school days of return, after which the work will be considered as Late Work and point reduction maybe applied (per item 10) unless approved by the instructor on a case-by-case basis.
12. If the student fails to properly maintain their school internet/network account; they will have to make other arrangements to have their assignments completed on time. NO extensions will be applied.
13. Extra Credit Work: Must be requested by the student, in writing, and approved by the instructor. All Extra Credit work is due 2 weeks before the end of each quarter. Late extra credit projects will not be accepted. Extra Credit work is NOT to be used to replace regular course assignments.
14. Due to the CCSD Quarter and Semester Data Reporting Requirements: Students will need to have all class course work completed and turned-in the week prior to quarter/semester end date. NO EXTENSIONS will be granted.

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15. After school assistance is available. It is requested that the student make prior arrangements for assistance.

CLASSROOM BEHAVIOIR EXPECTATIONS and CITIZENSHIP GRADING:

1. **Students are to be familiar with CCSD and Advanced Technologies Academy student behavior policies, for computer and computer equipment usage. Please refer to the appropriate handbooks.**
2. All software and computer regulations will be followed.
3. Students are expected to read and comply with the AUP. This includes using the Internet ONLY for classroom purposes.
4. Changing computer/program settings without authorization or causing the computer to become infected with a virus will result in severe consequences. All school technology regulations will be enforced and failure to comply with these regulations will result in severe consequences.
5. Each student is expected to behave in a respectful and positive manner toward each other and all equipment used. Aggressive and inconsiderate behavior infringes on the safety of others and will not be tolerated.
6. **Students will be held financially responsible for damage and destruction caused by irresponsible actions.**
6. **Tardies** may have a negative impact on a student's course grade and citizenship grade. School policy for tardies can be found in the student Handbook and will be followed. **Under all circumstances, students will sign-in when late to class. STUDENTS ARE TO BE IN THEIR ASSIGNED PLACE OF WORK AND APPROPRIATELY WORKING WHEN THE BELL RINGS.**
7. Out-Of-Class policy: Students are to sign in/out on the SIGN-IN/OUT sheet next to the tardy sign-in sheet. It is recommended students have their school planner for use as their hall pass. **Excessive amount of time spent out-of-class** may have a negative impact upon a student's grade due to missed instructional and allotted assignment work time. Work submission extensions will NOT be granted for time missed due to time spent out-of-class.
8. **A Progressive Discipline Plan will be followed.** The plan will consist of appropriate verbal and written counseling of the student, notification to parent/guardian via the internet/telephone call, parent conference, and referrals to school officials as appropriate to the transgression.
9. Citizenship Grade Scale:
 - A. A citizenship grade will be recorded quarterly and is based entirely on the student's behavior in a school-to-work program that is governed by a need for student safety at all times. Factors considered in determining the citizenship grade are classroom behavior; cumulative participation points (representing timeliness, attitude, effort, courtesy, cooperation, punctuality, and the following of School, District, & State rules and regulations); along with the student's citizenship essay.
 - B. Students will write an essay each quarter indicating which Citizenship Grade they think they have earned. In the essay, they will provide examples of how they personally met the qualities of their chosen Citizenship Grade criteria during that quarter.

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<u>CODE</u>	<u>MEANING</u>	<u>HOW TO EARN – DURING THE QUARTER</u>
O	Outstanding	<ul style="list-style-type: none">• The grade of O is held in very high esteem by students and parents alike; thus, it cannot be earned without the student demonstrating knowledge of the actions they have performed enabling them to earn the O• Leadership is a primary factor in citizenship. Leadership can be overt (the student holds an active leadership role in the class) or covert (the student demonstrates leadership by example or dedication)• In addition, timeliness, appropriate interactions within the classroom, respect of everyone, following classroom rules, and personal initiative are some of the factors that combine to provide an overall citizenship grade of O• Remember to record your examples of how you meet the O criteria in your project log each week so you will be ready to write your Citizenship Essay each Quarter!
S	Satisfactory	<ul style="list-style-type: none">• This is the worker that everyone knows 'gets the job done' but no one remembers when it comes time for awards• Student is respectful of others most of the time and is on-task most of the time• Received NO MORE than ONE disciplinary or sub-standard academic counseling
N	Needs Improvement	<ul style="list-style-type: none">• This is the worker voted "most likely to be fired" – the minute someone better comes along . . .• Student may have been on-task about 1/2 the time shows minimal respect for others, disrupts others or involved in incidents of 'horse-play'• Student may have been tardy to NO MORE than TWO class periods in the quarter• Have NO MORE than TWO minor disciplinary or sub-standard academic counseling
U	Unsatisfactory	<ul style="list-style-type: none">• This is the type of worker you not only fire, but also have arrested!• Student may have been tardy to THREE or MORE class periods• Student may have received THREE or MORE minor disciplinary, ONE or MORE major disciplinary, and/or sub-standard academic counseling or Dean Referral(s)• Actions such as fighting, destruction or breaking of equipment or furniture (including defacing by writing, carving, scratching, or placement of gum), removal of equipment or materials from the classroom, disabling classroom equipment such that the next student cannot use it are examples of the activities that will earn an unsatisfactory Citizenship grade

Be the best that you can be!

In class, be flexible, honest, professional, kind, reasonable,
courteous, and conducive to classroom learning.

Demonstrate safe conduct, organizational skills, promptness to
class, and courtesy to all others at all times.

SCHOLASTIC DISHONESTY

Refer to your Atech handbook for a detailed description of scholastic dishonesty.

**For the first offense, BOTH parties will receive a grade of
"F" (which is a zero) for the ASSIGNMENT**

**The second offense, BOTH parties will receive a grade of
"F" (which is a zero) for the QUARTER**

*** * * * * There are NO additional warnings. * * * * ***

PERSONAL COMMUNICATION DEVICES

- The CCSD Policy 5136 regarding Personal Communication Devices, and described in your Atech handbook (page 17), will be strictly enforced.
- Student use of personal communication devices such as cell phones, pagers/beepers or other similar electronic communication devices is prohibited at all district school campuses during the instructional day.
- Students may use these devices before school and after school.
- Students may use these devices DURING lunch IN the Student Activity Center or OUTSIDE on the patio, or OUTSIDE the EAST EXIT only.
- Otherwise, these devices must remain off and out of sight during the school day (including passing time) in the hallway and in classrooms.
- As long as use is not disruptive, students may use their cell phones during lunch and while on district buses.
- If these devices are visible in the classroom they will be confiscated and turned in to the Deans Office at the end of the school day.
- Students will be asked to fill out the School Confiscation Form; this form will be provided to the Deans Office along with the Personal Communication Device. Make sure you fill out the form completely and legibly otherwise you may have difficulty regaining your device.
- Filling out the School Confiscation Form is NOT necessary for confiscation - your device will still be turned in to the Deans Office without any identification should you choose to not fill out the form.
- Keep your personal communication devices safe from confiscation! Turn them off and place them in your personal bag (backpack, purse, etc.) and store your bag neatly in the designated area during the instructional period.

ADDITIONAL INFORMATION:

1. Additional information and assignment data can be found on the school's faculty website page at <http://atech.org/faculty/gunn> or in Dr. Gunn's online lesson plans at <http://www.DrGunn.net>
2. Students are to review these course expectations with their parent(s)/guardian(s) and complete the attached signature page. THIS IS A GRADED ACTIVITY.
3. The signature page will be maintained in the student's course portfolio.

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SIGNATURE PAGE

Student Printed Name: _____

Grade Level: _____ Student ID #: _____

Program Area _____

Class: **9180 – Computer Based Projects** Class Period #: _____

STUDENT SECTION

I understand it is my RESPONSIBILITY to make sure that all assignments are turned-in on time. If I find that I can NOT submit any given assignment on time, I can make arrangements with Dr. Gunn to use Assistance Period and that I can always email Dr. Gunn whenever I have problems; especially, if I do NOT understand an assignment, need to make it up, and/or if Dr. Gunn was NOT able to explain an item, to my satisfaction, during class. IT IS MY RESPONSIBILITY to follow up and complete assignments in a timely manner.

Additionally, it is MY RESPONSIBILITY to properly maintain my school's computer, network account, and internet usage privileges, as well as the use of a computer and internet privileges at home. I understand that I am to review the topics listed below with at least one of my parent(s)/guardian(s). After you finish the review, have your parent/guardian complete the Parent/Guardian Section of this form and return it to Dr. Gunn next class.

THIS COUNTS AS A GRADED ACTIVITY.

Student Signature: _____

Date Signed: _____

PARENT/GUARDIAN SECTION

I/We have reviewed these course expectations with our student. Feel free to include any comments or concerns on the reverse side of this page. I/We understand how to contact Dr. Gunn if there are any questions.

COURSE EXPECTATIONS "DISCUSSED WITH STUDENT" CHECKLIST

<input type="checkbox"/> Instructor Information <input type="checkbox"/> Course Scope <input type="checkbox"/> Course Goals <input type="checkbox"/> Estimated Timeline <input type="checkbox"/> Textbook/Materials <input type="checkbox"/> Assignment and Homework <input type="checkbox"/> CTSO's	<input type="checkbox"/> Parent-Student-Teacher Communication Information <input type="checkbox"/> Grading Policy <input type="checkbox"/> Computer & Internet Connection Privileges are a Course Requirement <input type="checkbox"/> Classroom Behavior Expectations & Citizenship Grading <input type="checkbox"/> Scholastic Dishonesty <input type="checkbox"/> Personal Communication Devices <input type="checkbox"/> Additional Information
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Printed Name of Primary Parent/Guardian to Contact: _____

Main Telephone Number of Primary Contact: _____

Secondary Telephone Number of Primary Contact: _____

E-mail Address of Primary Contact: _____

Street Address of Primary Contact: _____

Printed Name of Alternate Parent/Guardian: _____

Alternate Telephone Number: _____

Primary Parent/Guardian Signature: _____

Date Signed: _____

THIS PAGE MUST BE RETURNED BY NEXT CLASS PERIOD -- IT IS A GRADED ACTIVITY