

Technology Class Syllabus  
2011-2012

Instructor: Mr. Morron

Philosophy: Technology courses are designed to help students utilize computer hardware and software in their studies at St. Mark and to prepare them to successfully utilize technology in future academic pursuits.

Course of Study:

Grade 5:

- Student will continue to study proper typing technique
- Students will become familiar with Microsoft Word, Excel, and PowerPoint
- Students will learn about internet safety and how to use it responsibly
- Students will utilize the computer lab to enhance projects and assignments in their other classes

Grade 6:

- Students will continue to study proper typing technique
- Students will briefly review Microsoft Word, Excel, and PowerPoint skills that were covered while they were in 5<sup>th</sup> grade
- Students will learn about internet safety and how to use it responsibly
- Students will use Microsoft Office software to complete projects in other classes

Grade 7:

- Students will continue to study proper typing technique
- Students will briefly review Microsoft Word, Excel, and PowerPoint skills that were covered while they were in 6<sup>th</sup> grade
- Students will learn about internet safety and how to use it responsibly
- Students will use Microsoft Office software to complete projects in other classes
- Student will explore uses for internet-based programs (ex. Prezi, Wordle, search engines, wiki's, etc.)
- Students will further explore uses for Apple iLife software (ex. iPhoto, iMovie, Garageband, iDVD)

Grade 8:

- Students will continue to study proper typing technique
- Students will briefly review Microsoft Word, Excel, and PowerPoint skills that were covered while they were in 7<sup>th</sup> grade
- Students will learn about internet safety and how to use it responsibly
- Students will use Microsoft Office software to complete projects in other classes
- Student will explore uses for internet-based programs (ex. Prezi, Wordle, search engines, wiki's, etc.)
- Students will further explore uses for Apple iLife software (ex. iPhoto, iMovie, Garageband, iDVD)

Materials:

All students will be expected to have a folder solely dedicated to Technology Class. This folder should include pockets to hold handouts, and blank notebook paper so that they may take notes. This folder and a writing utensil will need to be brought to Technology Class every week. Many students in the past have asked if they can save their projects on a jump-drive so that they may take them home. Purchasing a jump-drive is not required, but bringing one to class may be helpful to students who wish to work on projects at home. If you decide to purchase a jump-drive for Technology Class, please be sure the jump-drive is used solely to save files that will be used at St. Mark. Personal files should not be brought to school on jump-drives.

### Classroom Rules:

1. Always sit in your assigned seat; do not leave your seat without permission
2. Eyes to the teacher when he or she is talking
3. Always raise your hand and wait to be called upon before talking
4. Never use hardware in the computer lab without permission
5. No social media will be used during class (including but not limited to email, instant messaging, Facebook, Twitter, etc.)
6. Always put items back where you found them
7. Always respect someone when they try, even when they don't succeed
8. Respect our hardware, software, and classroom materials; keep them looking and operating great!

If a student chooses to break a rule the following are the consequences:

Step 1 (name on the board): Warning

Step 2 (check next to name): Typing assignment that will be done during recess

Step 3 (two checks next to name): "My Action Plan" worksheet to be filled out during recess, a call home

Step 4 or severe disruption (three checks next to name): Student sent to office, parents conference scheduled

NOTE: Any student who has earned up to two consequences will receive an "S+", three consequences will result in an "S", four consequences will result in an "S-", and five or more consequences will result in an "N" on their Conduct assessment. The parents of any student who has earned an "S" before the end of the semester will receive notification from Mr. Morron of their child's behavior.

### Class Expectations:

1. Come to class ready and willing to participate with all the necessary materials—see "Materials"
2. Always try your hardest, never be afraid to make a mistake
3. Never be afraid to ask a question if you do not understand something

NOTE: Students receive 5 points at the beginning of every class. If they meet the Class Expectations during class they will retain all 5 of their points. If a student does not meet the Class Expectations they will lose points. At the end of the grading period, the points will be added up and divided by the total possible. Students who earn 100-93% will receive an "O", 92-85% will receive an "S+", 84-77% will receive an "S", 76-70% will receive an "S-", and 69-0% will receive an "N" on their Effort assessment. The parent of any student in danger of earning an "S-" or "N" will be notified.

Grading Policy: (the grading percentages listed below are the weight given to each area every grading period)

- Class work (30%)
- Typing sheets (30%)—see attached
- Grading period project (25%)
- Typing tests (15%)

I have read and understand the Technology Class Syllabus and have reviewed it with my child. I also understand that if I have any questions about the syllabus I can access it on the school website and/or contact Mr. Morron at [morron@stmarkwestpark.com](mailto:morron@stmarkwestpark.com).

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Parent signature

Parent name printed

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Student signature

Student name printed

Note: Please return this slip to Mr. Morron before the conclusion of your child's next Technology Class.

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Student Name: \_\_\_\_\_

### Typing Sheet

The purpose of this sheet is to help you practice your typing at home and to chart your progress. This sheet will be checked at the beginning of every Technology Class.

**Instructions:**

1. Log on to: <http://webinstituteforteachers.org/~gammakeys/Lesson/Lesson1.htm>  
Go to the lesson that has been assigned to you.
2. Practice the lesson assigned by Mr. Morron for at least 10 minutes 3 days a week . Please write the date and times when you practiced on the chart below.
3. At the end of each practice session, determine and record you words per minute (WPM) for the two lines at the end of each lesson.
4. A parent or guardian must sign this sheet every week to verify you practiced the amount recorded.
5. Mr. Morron will initial each week's log to and write down the total points earned.

Lesson: \_\_\_\_\_

Date:	Start time:	End time:	WPM:

Parent signature: \_\_\_\_\_

Points earned: \_\_\_\_\_

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Lesson: \_\_\_\_\_

Date:	Start time:	End time:	WPM:

Parent signature: \_\_\_\_\_

Points earned: \_\_\_\_\_

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Lesson: \_\_\_\_\_

Date:	Start time:	End time:	WPM:

Parent signature: \_\_\_\_\_

Points earned: \_\_\_\_\_