

Syllabus Computer 2022-2023

Dr.. Kunstetter

How To Reach Me



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Office hours: I am available to answer questions and help with classwork during Study Hall.

Course description

In this course, students will learn about how computers have revolutionized our society, cybersecurity and its implications for society, and important Google sheets and Google docs tools. Topics will include:

- History of computer science
- Cybersecurity, hackers, antiviruses
- Typing technique and practice
- Google sheets tools: formatting, using formulas, and building graphs
- Google docs tools: formatting on APA style, inserting links and supplement tools

Grade Breakdown

Daily classwork (25%)

- Assignments are given to students to be completed during class. Daily classwork will include completing an assignment using the tool studied, and completing vocabulary and video worksheets.

Portfolio (25%)

- Students' portfolios are completed notes and assignments or a complete google sheets file containing all the tools and formats worked in the daily classwork. The files must demonstrate student mastering of each tool studied or concept learned.

Project (25%)

- Students will complete one project for each unit to apply the concepts and/or software knowledge learned during the unit. Projects will be graded using a project/lab rubric provided to students along with the assignment. All projects and labs should be completed during class time. Incomplete projects can be finished as homework but will still be graded as projects.

Assessment (25%)

- Google docs and google sheets quizzes will be complete to assess students' comprehension of concepts and vocabulary as well as their ability to use the tools learned for each software. Assessments will be open notes and must be completed individually during class time.

Students are expected to turn in all assignments by the due date. Please speak to me for an extension on the due dates.

Class rules and expectations

YOU MUST ABIDE BY THE RULES AND REGULATIONS OF JAMES MADISON PREPARATORY SCHOOL AS STATED IN THE FAMILY HANDBOOK.

- Manage your time to make sure you complete all your work.
- Communicate with your teacher if you need an extension of the due date, or to report a problem with your computer.
- Use your computer **ONLY** to complete assignments.
- Do not use your computer to play games unless allowed by the teacher. If a student finishes the daily work or needs a 5-min brain breaker, they may play a game posted on google classroom. Games not in the classroom cannot be played.
- Do not use your computer to navigate on the internet, play video (unless class-leated), play music, take pictures, or search for products on the internet.
- **Technologies violations including using a computer for purposes not related to the class or damaging the computer will result in a ticket.**
- Other rules violations will be addressed as a one-on-one reminder and 5-min reflection before a ticket is issued.

Classroom Procedures

1. Instruction time

- At the beginning of each class, the teacher will instruct you on how to complete the activity or demonstrate the tools we will learn on that day.
- During google sheets or google docs lectures you are expected to take notes on a designated document or google sheets worksheet and complete practices with the teacher.
- During video-guided lectures, you are expected to take notes on a note-taking guide.

2. Completing class assignments

- Class assignments may be completing a video assessment, a project, or a task using the tools learned.
- Wait for teacher instructions before starting working.
- Each day you will have one task to complete which will be written on the board. For some projects, you will have more than one class time to complete them.
- Complete all work assigned to you for the day. If you finish your work, you will be playing an instructional game selected by the students each week.
- Students may work in pairs.
- Keep inside voices and **stay on task**.

3. End of the class

- Clean up your area and put your computer back in the charge on the back of the class or return it to the appropriate classroom.
- Make sure you have all your materials before you leave.