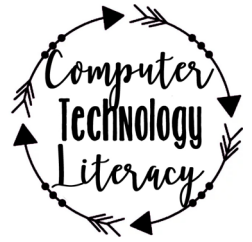




Lutcher High School

Computer Technology Literacy Syllabus



Teacher: Mrs. Meagan LeJeune
Room Number: LHS Room 310
Planning Period: 3rd and 6th Periods

Email: mlejeune@stjames.k12.la.us
Phone Number: (225) 258-5364

Course Description:

This course will give students the keyboarding and computer skills that will enable them to perform throughout their school years, in their personal lives, and in their occupations. By the end of the school year, the students will be able to type the entire keyboard using the seven techniques of typing and format professional documents. Students will also be introduced to digital citizenship where they will be empowered to think critically, behave safely, and participate responsibly in our digital world.

Course Objectives:

Louisiana Business Education Related Content Standards

- *Students will be able to apply proper keyboarding techniques to input data and produce personal and business documents.*
- *Students will be able to produce various business documents using word processing concepts and procedures.*
- *Students will be able to utilize current technology and information processing concepts for personal and business applications.*

Carnegie Credit:

Computer Technology Literacy counts as a high school credit course. This means that whatever final letter grade that is made in this course will be on the student's high school transcript. It also will count as one of the required electives towards graduation.

Supply List:

- ☐ **Daily Requirements:**
 - Pens, pencil, and highlighter
 - Section in your 7th grade take home binder or folder to keep handouts and note organized
 - Laptop fully charged in proper case with charger

Scope and Sequence

Quarter 1: Learning the Mac Book

Students will learn how to properly operate the Mac laptop. They will learn things like navigating through the desktop, file organizing, navigating through Moodle, proper emailing, using iCal, Microsoft Word, Goggle, bookmarking, annotating PDFs etc.

Quarter 2: Learning the Keyboard

Students will be introduced to the keyboard. They will learn the location of all letters and symbols as well as proper spacing for various punctuations. We will focus on typing speed and accuracy.

Quarter 3: Digital Citizenship

Students will be empowered to think critically, behave safely, and participate responsibly in our digital world.

- What is digital citizenship? Digital media and technology is evolving at a rapid

pace, bringing with it amazing opportunities as well as real risks for our children. On the positive side, young people are using the Internet and mobile technologies to create, connect, explore and learn in ways never before imagined. Challenges from harmful behaviors, cyberbullying to digital cheating, are surfacing in schools and in homes across the country. Young people face ethical challenges daily without a roadmap to guide them.

Quarter 4: Keyboarding Applications/Apple Classroom

Students will be formatting MLA reports, business letters, outlines for note taking, creating tables, proper presentation etiquette, etc. Students will also explore Apple Software such as Keynote, Pages, etc..

Course Assignments/Grading Policies Per Quarter:

- ☐ **Minor - 35%**
 - Each lesson will require notes. Quizzes will be given on notes from class.
 - Classwork will be graded for minor grades. Once a deadline is reached for a minor grade, students will no longer be able to complete that work.
 - Once we get into keyboarding applications, students will be graded on many formatted documents as well as written quizzes on how to format those business documents.
- ☐ **Major - 60%**
 - Students will be graded during the year starting in quarter 2 on their typing speed and accuracy.
 - Test will be given at the end of each unit covering material from the unit.
 - Once we get into keyboarding applications, students will be graded on many formatted documents as well as written test on how to format those business documents.
- ☐ **Homework/Participation - 5%**
 - Daily bellwork grades will be averaged throughout the quarter for a participation grade.

Grading Scale:

Percent	Letter Grade
93-100%	A
85-92%	B
75%-84%	C
67-74%	D
0-66%	F

Cheating Policy:

- As per district student policy manual, if a student cheats on a test or plagiarizes he/she will receive 1 day In-School Suspension and will retake the assignment under strict supervision to determine assignment grade. 2nd Offense will result in 2 days In-school suspension and a zero on the assignment.
- Sharing files with other students or using another student's file as your own is also considered cheating.

Attendance Policy/Make-Up Work:

- The student is responsible for collecting and turning in his/her makeup work. They should come and get their make up lab slip from me upon returning to school.
- By school and parish policy, if a student has an unexcused absence or tardy, he/she earns a "0%" for each missed graded activity–No Exceptions. Students will be allowed to make up the missed assignment for a 60%.
- Students have 5 school days to get an absence excused.
- In the case of excused absences, the student has the same number of days he or she missed to complete makeup work, up to three days.
- If a student is absent the day the test is given only, he or she is responsible for taking the test the day he or she returns (if the absence is excused).
- EVERYTHING we do in class can be located on Moodle, so students should keep up with class work even when they are not present. It is their own responsibility to come to me to find out what was missed or make up quizzes or to find out what was missed. Please see me at lunch. Anything that is not asked about will result in a "0%".
- Because I teach so many students, it is impossible to keep track of who is out on what day, so please do your best to keep up with Moodle and come to me at lunch for work!

Incomplete Assignment/Late Work Policy

- As stated in the St. James Parish grading policy, a grade of "I" shall be given to a student on the report card for incomplete work.
- The academic grade assigned to late work shall be lowered 10 percentage points for every day that the project is late up to -40 percentage points. (Excluding a student with an extenuating circumstance.)
- Any project that is scored lower than a 60% can be redone to get the 60%.
- All late work/redone work will be due two days prior to the end of the quarter, or a date specified by the teacher.

Emergency Procedures:

In case of emergencies, such as a hurricane, please check the St. James Parish Schools homepage for information www.stjames.k12.la.us, call Lutchter High School, or call the SJP Central Office.

Daily Expectations & Class Rules/Procedures:

- ☐ Follow directions - you are responsible for all directions given in the written, verbal or electronic form.
- ☐ Raise hand to speak; Do not talk while others are talking.
- ☐ Stay in your seat.
- ☐ Speak appropriately to adults and peers.
 - No Profanity.
 - Respect your teacher and your classmates!
 - No verbal abuse or threats of any kind to anyone.
- ☐ Behave Appropriately
 - Keep your hands and feet to yourself.
 - No flying objects.
 - No physical or verbal disruption.
- ☐ Absolutely no bullying behavior is tolerated.
 - No physical, verbal, or sexual harassment.
 - No hurtful, teasing, gossip, or isolation.
- ☐ Be Respectful.
 - There is a zero tolerance policy for disrespect and aggressive behavior towards the teacher and towards fellow students.
 - Do not touch or take another student's belongings at any time without their knowledge and permission.

- ❏ **Come to Class on Time. Tardies will be recorded daily and will be consequenced per school policy.**
- ❏ **Do not pack up to leave before being dismissed by Ms. LeJeune.**
- ❏ **Follow all school and parish rules as outlined in your handbooks.**
- ❏ **Follow all laptop rules and procedures.**

- ❖ **Most importantly, follow our class social contract. We will be creating these and holding each other accountable for them daily.**

Online Communications Policy

- ❏ **The word "netiquette" is short for "Internet etiquette." You should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.**
 - **Blog topics should be treated as serious classroom discussion only, unless noted by the teacher.**
 - **All electronic communication between the student and teacher shall be limited to the sanctioned sources, (i.e., school email and Moodle accounts) created for the students.**
 - **Any electronic communication through any non-sanctioned means (i.e., texting, Facebook) is prohibited, per the district policy manual.**

Consequences and Rewards:

- ❏ **Consequences:**
 - **Category A - office referral/dismissal**
 - **Category B - Office Referral**
 - **Category C - Conference with administration, office referral**
 - **Category D - Consequence ladder - warning, behavior reflection, lunch detention, call home/lunch detention, office referral**

- ❏ **Rewards:**
 - **Bulldog Bucks**
 - **Verbal Praise**
 - **Candy**
 - **Bonus Points**
 - **Snack passes, bathroom passes, or other rewards**

Changes to Syllabus:

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances!