**Fundamentals of Technology Syllabus**

**Course Description/Overview**

**Contact Information**

Instructor: Chance Scott

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**Contacting Me**

I am happy to speak with students/parents about grades, learning progress, classroom behavior, or any other questions or concerns you may have about my class. Email is the easiest way to contact me; I check email daily and try to respond within 24 hours. You can also call during my plan time or after school to speak to me.

**Planning Period/Daily Schedule**

|  |  |  |
| --- | --- | --- |
| 1st Hr | 7:45-8:42 | Fund of Tech |
| 2nd Hr | 8:52-9:49 | Fund of Tech |
| 3rd Hr | 9:53-10:50 | Fund of Tech |
| 4th Hr | 10:54-11:55 | Desktop Tools and Fund of Tech |
|  | 11:55-12:25 | Lunch |
| 5th Hr | 12:29-1:25 | Fund of Admin |
| 6th Hr | 1:29-2:29 | Fund of Tech |
| 7th Hr | 2:29-3:25 | Plan |

**Extra Help**

Students will need to schedule a time with me for help I am in athletics before school and am usually coaching after school most days.

**Course Content**

**Course Description**

This course will provide students with the fundamental concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in business-related careers. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting.

**Course Objectives**

In this class, students will:

1. Demonstrate knowledge of safety in the workplace
2. Demonstrate knowledge of computer fundamentals
3. Use Microsoft Word, Excel, PowerPoint, and Access to create professional and accurate documents
4. Demonstrate knowledge of the internet and making responsible decisions when online
5. Pass Brain Bench certification testing or pass the IC3 certification test
6. Plan, write, create, and edit a podcast
7. Demonstrate knowledge of GIS/GPS systems

**Course Schedule**

Below is a list of competencies that will be covered each nine weeks. The competencies (duties) listed are from Oklahoma CareerTech:

**1st Nine Weeks**

Duty A: Identify Types of Computers, How They Process Information and How Individual Computers Interact With Other Computing Systems and Devices

Duty B: Identify the Function of Computer Hardware Components

Duty C: Identify the Factors That Go Into an Organizational Decision on How to Purchase Computer Equipment

Duty D: Identify How to Maintain Computer Equipment and Solve Common Problems Relating to Computer Hardware

Duty E: Identify How Software and Hardware Work Together to Perform Computing Tasks and How Software is Developed and Upgraded

Duty F: Identify Different Types of Software, General Concepts Relating to Software Categories, and the Tasks to Which Each Type of Software is Most Suited or Not Suited

Duty G: Identify What an Operating System Is and How It Works, and Solve Common Problems Related to Operating Systems

Duty H: Manipulate and Control the Windows Desktop, Files and Disks

Duty I: Identify How to Change System Settings, Install and Remove Software

**2nd Nine Weeks**

Duty J: Be Able to Start and Exit a Windows Application and Utilize Sources of Online Help

Duty K: Identify Common On-Screen Elements of Windows Applications, Change Application Settings and Manage Files within an Application

Duty L: Perform Common Editing and Formatting Functions

Duty M: Perform Common Printing Functions

Duty N: Be Able to Format Text and Documents Including the Ability to Use Automatic Formatting Tools

Duty O: Be Able to Insert, Edit and Format Tables in a Document

Duty P: Be Able to Modify Worksheet Data and Structure and Format Data in a Worksheet

Duty Q: Be Able to Sort Data, Manipulate Data Using Formulas and Functions and Add and Modify Charts in a Worksheet

**3rd Nine Weeks**

Duty R: Be Able to Perform Basic Database Operations

Duty S: Demonstrate Knowledge of Graphics Software

Duty T: Be Able to Create and Format Simple Presentations

Network) and the Internet

Duty U: Identify Network Fundamentals and the Benefits and Risks of Network Computing

Duty V: Identify the Relationship between Computer Networks, Other Communications Networks (Like the Telephone

Duty W: Identify How Electronic Mail Works

Duty X: Identify How to Use an Electronic Mail Application

Duty Y: Identify the Appropriate Use of E-mail and E-mail Related “Netiquette”

Duty Z: Identify Different Types of Information Sources on the Internet

**4th Nine Weeks**

Duty AA: Be Able to Use a Web Browsing Application

Duty BB: Be Able to Search the Internet for Information

Duty CC: Identify How Computers Are Used in Different Areas of Work, School and Home

Duty DD: Identify the Risks of Using Computer Hardware and Software

Duty EE: Identify How to Use Computers and the Internet Safely, Legally, Ethically and Responsibly

Duty FF: Conducting a Podcast

Duty GG: Understand the place and benefits of handheld computers in the field of computer technology

Duty HH: Demonstrate Knowledge of Geographic Information Systems (GIS)

Duty II: Demonstrate Knowledge of Global Positioning Systems (GPS)

Duty JJ: Demonstrate Knowledge of a Content Management System (CMS)

Duty KK: Demonstrate Knowledge of a Learning Management System (LMS)

Duty LL: Demonstrate Digital Video Literacy

Duty MM: Demonstrate Knowledge of Web Accessibility

Duty NN: Demonstrate Understanding of Digital Media

Duty OO: Demonstrate Knowledge of Security Awareness

Duty PP: Demonstrate Knowledge of Leadership

Duty QQ: Complete an Employment Process

**Course Number**

Oklahoma CareerTech identifies this course as OCAS 8103 and it is OHLAP approved

**Pre-requisite**

None

**Instruction Length**

1 Carnegie Unit; 175 instructional days, 50 minute class periods, approximately 30 class periods focused on theory and 115 class periods of lab and 30 hours certification preparation and attainment.

**Instructional Methods**

Students are expected to meet the course goals listed above and be able to demonstrate their understanding of specific technology concepts. Various instructional strategies will be used in this course including: lecture, textbooks, digital handouts, hands-on exercises with manipulatives, class discussions (live & online), Internet tutorials, leadership activities, guest speakers and special projects. Students will work independently and in groups. Assignments will require students to use their academic skills of reading, writing and math.

**Possible Career Outcomes**

Fundamentals of Technology is the core course in the career cluster Business, Management & Administration and the career pathway Administrative and Information Support. It is the foundation course that will prepare students to enroll in a program at a technology center where they can complete coursework that will prepare them for careers such as:

Data Entry Specialist

Receptionist

Shipping and Receiving Clerk

Records Processing

Customer Service

Billing Clerk

Accounts Receivable Clerk

Payroll Accounting Clerk

Accounts Payable Clerk

Full Charge Bookkeeper

Administrative Assistant

Administrative Medical Assistant

Medical Transcriptionist

Medical Office Assistant

Medical Insurance Coder

Office Information Specialist

Human Resources Assistant

Financial & Investment Planning

Financial Assistant

Financial Customer Service

**Course Materials:**

**Primary Course Textbook**

## **Computer Literacy Basics: A Comprehensive Guide to IC3 Fourth Edition, Connie Morrison and Dolores Wells, Cengage Learning, ISBN 1133629733**

**Other Instructional Resources**

We will use computers with Windows XP and Microsoft Office 2010. Other supplemental online resources will be used as well including LearnKey, [www.learnkey.com](http://www.learnkey.com).

**Lost or Damaged Textbooks**

Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Students/parents will reimburse Newcastle High School for any damages caused by a student. This includes computer equipment and/or lost or damaged textbooks.

**Supplies**

Pen or pencil – as needed

Paper – as needed

4 Gig flash Drive Minimum

**Fees**

There are no fees associated with this course.

**Course Policies and Procedures:**

**Discipline**

**Class Rules**

My class rules are simple and just require manners and a respectful and positive attitude.

* LISTEN CAREFULLY – I try to make all class lecture/discussion time important so please be sure to listen carefully to learn the information being presented.
* FOLLOW DIRECTIONS – Many of the assignments we do in class do not have right or wrong answers but instead will be graded using a rubric which will be based on the requirements explained in the directions. This means you need to carefully read and follow all directions.
* WORK QUIETLY – This does not mean no talking ever, it really depends on the assignment being completed. Please be considerate of your neighbors in class and do not disrupt their learning environment. Some basic guidelines are no talking while the teacher is giving instructions or teaching, during project work time you may talk quietly with the students within one to two seats from your own. It is never ok to yell across the room or raise your voice to anyone in class.
* RESPECT OTHERS – I know people talk about respect a lot so let me tell you what it means to me…to be kind to all with your words and your actions. You may or may not like everyone in class but that has nothing to do with respect, you should be respectful of everyone in class. This is a very cooperative classroom which means you will sometimes be working in groups or with partners and you will be respectful of all individuals by helping when you can, sharing ideas, and working together.
* RESPECT SCHOOL EQUIPMENT – Students are responsible for their assigned workstation and should report any problems at the beginning of class. Students are not allowed to write on tables or equipment, break keys on the keyboard, or unplug any computer component.
* FOOD AND DRINKS RESPONSIBLY – Since this is a computer lab we have to be careful with food and/or drink around the equipment. If you find it necessary to have something, you may leave it on the table by the door and get a drink if necessary.
* HAVE A WILLING ATTITUDE – Ok, so I know I can’t make your attitude a rule but I can strongly request it. What I mean by a willing attitude is that you come to class willing to try, willing to work, willing to listen, willing to help those around you, willing to learn something new, willing to ask questions, willing to take a chance in answering a question even though you may be wrong, etc. A willing attitude is what you will need in a workplace so now is a good time to start practicing it!
* INTERNET ACCESS FOR EDUCATION PURPOSES – All computers in the room have Internet access but this does not mean you have free time on the Internet. We will use the Internet as part of many assignments and projects. Please do not use the Internet for entertainment purposes (such as social media, games, YouTube, music, etc.) in this classroom.
* All rules, policies, and procedures in your Student/Parent Handbook apply in this classroom.
* CELL PHONE POLICY-Cell phones will be used occasionally in class otherwise phones should not be out or if they are out the four corners face down rule applies.
* Hats are not allowed to be worn in class.

**Consequences**

Students who choose to not follow the rules above will be given the following consequences:

1st Incident – Warning and in class student/teacher conference to find a solution to the problem

2nd Incident – Student/teacher conference outside of class and parent notification

3rd Incident – Parent/student/teacher conference; conference may include other school staff as needed; detention

4th Incident – Office referral and consequence

Please note: Severe disruption of class or repeated problem behavior during a class period will result in an immediate office referral.

**Hall Pass**

I understand that you may need to leave the room occasionally to go to the bathroom or to get a drink. I ask that you choose an appropriate time to go; during a lecture would not be good, when you are working individually is the right time. Only one person is allowed to leave the room at a time. You will need to have a hall pass filled out to leave class.

**Procedures**

**Entering Class**

Upon entering class, students will sit in their assigned seat and do a quick check of their workstation and report any problems. Next, log on to your computer, check the class website, and begin working on the first assignment listed (typically bell work).

**Assignments and In Class Behavior**

Students should consider class time as on the job training and behave as if they would in a workplace. This means they will work in class every day for the entire class session just as you would if you were in an office environment. Students will be focused on completing their tasks and using their time wisely; most assignments will require the use of classroom equipment so homework is kept to a minimum. It is expected that students will take part in class discussions and help students around them just as coworkers would in an office.

**Exiting Class**

Students will save all documents, log off their computer, and clean up their workstation. **They will remain seated until dismissed by the teacher** (not the bell). When leaving, please push in your chair and throw away any trash to leave a good work environment for the next person that sits at your computer.

**Saving Work**

Students are responsible for their own files. Work should always be saved in your personal network drive or your google drive, and may be backed up on a flash drive. If work is accidentally lost or deleted students will have to redo the assignment and still meet assignment deadlines.

**Substitute**

There will be days I have to be gone for meetings or due to illness and you will have a substitute teacher. I expect you to follow all class rules and procedures just as if I was there. There will be no passes out of the room on days when there is a substitute; the only exception would be an office request. Please remember that you represent Newcastle High School and me as a teacher on the days I am gone and I expect you to represent in a positive way and help the substitute in any way you can. As long as the substitute is asking a reasonable request you are expected to comply even if it is something different than what we normally do in class.

**Attendance and Tardies**

It is important that you are in class everyday and that you are on time. Absences and tardies will be assigned according to school policies. Students who are absent are responsible for checking the class website to find out what they missed and for making up missed work ***outside of normal class time***. Students will have the same number of days they are absent plus one to make up any missed work.

**Grading Policies**

**This is a total points grading system**

Grades will be calculated based on total points received.

90% Daily work and test

10% Semester Test

**Grading Scale**

A 90%-100% Excellent

B 80%-89% Above Average

C 70%-79% Average

D 60%-69% Below Average

F 0%-59% Unsatisfactory

**Literacy across the Curriculum: Reading and Writing Assignments**

All students will be required to complete one assignment each week that involves writing. Often times, this assignment will be also tied to a reading assignment, and this assignment will be graded and recorded.  All students will be expected to write in complete sentences.  Beginning September 9th, written responses not written in complete sentence form will receive a point deduction equivalent to 50% of the point value for that particular question. For example, if a question is worth 10 points and the student writes the correct answer, but it is not in complete sentence form, the student will lose 5 points on that particular question.

Beginning on the first day of school, and continuing through September 6th, students who receive a 50% reduction on any particular question for not answering in complete sentence form will have their graded paper returned to them and be given two days to change the answers into complete sentence form. Full credit will be given to any student who follows through on this procedure.  It is important to note this opportunity is being offered as a transition time for students to meet our expectation of communicating and writing in complete sentences.  Beginning September 10th, students will receive a 50% point reduction for each item not answered in complete sentence form, without the opportunity to redo the assignment.

**Late Work Policy**

Students are expected to complete and turn in all assignments by assigned due dates. On the rare occasion a student does not complete an assignment on time they may turn the assignment in within 5 days from the time is is assigned. Students can receive 100% on any late work if turned in within this time frame. Late work will not be accepted if the 5 days have been surpassed. Assignments not turned in will be recorded as a 0%.

**Extra Credit Opportunities**

Any extra credit opportunities will be presented in class and posted on the class website.

**Retesting/Test Corrections**

Students who score below 60% on a test may choose to retake the test within 5 school days of receiving their test results. Students must schedule a time to come in before or after school or during lunch to retake the test. A maximum score of %70 can be made on a retake.

**Progress Reports/Grade Reports (frequency, policy for students to request grade information)**

Grade reports will be given to students at least once every three weeks. Students are encouraged to bring to the teacher's attention any grade they feel has been recorded in error. Students may request a detailed report, but before or after school only. Parents and students can also view up to date grades online.

**Assessment and Certification Opportunities**

**Semester Test**

All students will take a semester test that will count as 10% of their semester grade. The following required Brainbench tests will count as the semester two test.

**Required Brainbench Certifications (or equivalent industry certifications)**

* Computer Fundamentals or Computer Literacy

**Recommended Additional Competency Testing**

* IC3 Certification

**Competency Test – BITE Core Exam:**

All Students are required to take a competency test. This test may be the BITE Core Exam, or the equivalent Brainbench tests for that area. The competency test will be a factor in your course grade; it will also be an indicator to prospective employers as to your employability.

**Additional Information**

**Safety**

On a regular basis we will practice fire, disaster, and safety drills on campus. You are required to follow all rules pertaining to the drills. The all-school safety information is posted in the classroom.

Safe operation of equipment and safe work habits will ensure the personal and professional well being of students. Students are required to pass a safety test with a grade of 100%. The following are basic rules that apply at all times:

* Keep feet, purses, books, and other personal items out of walkways.
* Do not roll/lean back in chairs.
* Never pull the cord to remove the plug from the socket.
* Report any malfunction of equipment to the instructor immediately.
* Operate equipment correctly and safely.
* Do not move equipment or tamper with cables. The hardware is set up and arranged in a necessary manner.

**Computer Responsibility and Internet Access**

Details about computer responsibility and internet access can be found on page four of this syllabus. Please be sure to read all information on this topic.

**Business Professionals of America – BPA –** [**http://okbpa.org/**](http://okbpa.org/)

This syllabus explains what BPA is and how you become a member. Please contact Mr. Scott or Ms. Treu for more information about joining BPA. We hope all students enrolled in business classes at Newcastle High School will join BPA to form a strong student organization.

**Final Information and Signature Sheet**

After reading this syllabus if you do not have any questions please complete the student information form on the class website.



**Business Professionals of America – BPA –** [**http://okbpa.org/**](http://okbpa.org/)

Many careers have a professional organization associated with them and this will probably be your first opportunity to be a part of a professional organization (also a good thing to list on a resume). Business Professionals of America is a national organization for all high school students enrolled in a technology program. BPA provides opportunities for students at the local, state, and national levels to develop leadership skills, civic and personal responsibilities, communication skills, and good relationships with others**.**

All students enrolled in Fundamentals of Technology are encouraged to become a member of the Newcastle High School BPA Chapter which is an integral part of the curriculum for this course. Students wishing to join BPA will pay annual dues of $20; participating members will attend local and state meetings and engage in BPA activities and fundraisers. The membership dues and fundraising activities will help defray the costs associated with activities.

BPA Skills Tests: BPA is not only a social club; it provides students with an opportunity to test their skills and knowledge with others in the state of Oklahoma. In order to participate in any off-campus activities (Job Shadowing, Fall and Spring Leadership Conferences, State and National Competitions) students must be BPA members. Members will be selected to participate in the competitions at BPA Spring Leadership Conference. There will be fund-raising activities to help defray the costs of attending the conferences and competitions. Competition in the work place is fierce, BPA competitions help develop the necessary competitive and leadership skills that are vital to competing in a global business environment.

BPA Scholarships: Qualified high school senior members may apply for a $500 BPA scholarship. For more information, you may access BPA's website at [www.bpa.org](http://www.bpa.org).

BPA Community Service Projects: BPA takes part in community service projects that benefit our local community. Members will be volunteering at a Special Olympics event where they will assist athletes and cheer them on. All members are encouraged to attend. Other projects may be added as decided by the BPA officers. Projects may include a canned food drive, winter coat collections, deliver meals on wheels, etc. Students can earn participation points for BPA by participating in BPA service projects. Points will be assigned to projects as they are scheduled.

BPA Dates and Events – Other dates will be added as known

* BPA Meetings3 Listen to announcements for meeting dates/times
* BPA Social Events3 As scheduled by officers
* BPA Officer Installation Ceremony1 September
* Homecoming Carnival3 October
* BPA Fall Leadership Conference2 October
* BPA Community Service3 January
* BPA State Leadership Conference3 March
* BPA Day at the Capitol3 March
* National Leadership Conference4 April

1 Only BPA officers can participate; other students may attend the ceremony for time management points.

2 Only BPA officers can participate.

3 All BPA members (including officers) can participate.

4Only BPA members who compete and place in competitive events can attend.

**Computer Responsibility and Internet Access**

**Equipment**

Our classroom is equipped with computers, printers, scanners and other items commonly found in all business environments. You are responsible for exercising proper care of each piece of equipment that you use in this classroom; problems of any nature should be reported to me. Equipment is set up in a matter that is necessary, please do not unplug or move any equipment without first discussing it with the instructor.

**Computer Ethics**

Each of you is responsible for following “rules of conduct for network security” and “rules of conduct for e-mail” as shown below. All students must sign an agreement to abide by these rules. Violation of this policy may result in a suspension of your computer privileges and/or other appropriate disciplinary action by the instructor and/or campus administrators.

**Student Rules of Conduct for E-Mail (Netiquette)**

E-mail is an extension of classroom communication and requires that students use generally accepted rules of network etiquette:

1. Keep your e-mails short and only send them when necessary.
2. Be polite. Your messages should not be abusive to others (courtesy is contagious).
3. Delete old mail regularly in order to free disk storage space.
4. Do not send anything you would not want someone other than your intended recipient to see.
5. Do not write anything about anyone that you would not say directly.
6. Use business professional language, writing style, and grammar.

**Student Rules of Conduct for Network Security**

The Career and Technology Education classroom computers are connected. Consequently, the actions of individual students could affect computer operations for more than one computer or one classroom. The following Rules of Conduct are established to ensure trouble-free operations of the network:

1. No student will work on the computers in a classroom unless there is an instructor present in the room or the student has received permission from an instructor before using the computer.
2. Each student will be issued a USER ID and a PASSWORD for access to their classroom computer. The ID and PASSWORD may not be changed. The safeguarding of the student’s USER ID and PASSWORD is the student’s responsibility.
3. Students will use the Internet for class projects. While on the Internet, students are reminded that the District has the right to monitor the sites that students use. E-mail and Internet sites that contain profanity, sexually explicit material, and expressions of bigotry, hatred, or racial discrimination nature will be reported to the instructor. The downloading of any material is prohibited by the District without prior permission of the instructor.
4. No copying of any software off classroom computers or the campus network or off program diskettes is permitted. This is also a federal law.
5. Students will only save their work to their flash drive and not to the computer.
6. Students who violate any of the rules of conduct will be subject to disciplinary action.

**Final Information and Signature Sheet**

After reading this syllabus if you do not have any questions please complete the student information form on the class website.