

**COMPUTER APPS**

**SYLLABUS OUTLINE**

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| **Teacher** | **Phone#** | **Email Address** |
| Mrs. Fink | 720-972-8298 | [Valerie.fink@adams12.org](mailto:Valerie.fink@adams12.org) |
| Mrs. Hulstrom | 720-972-8326 | [Jan.Hulstrom@adams12.org](mailto:Jan.Hulstrom@adams12.org) |

**Communication**

* Parents can access real-time grades and attendance on the Parent Portal of Infinite Campus by logging on to: <https://ic.adams12.org/campus/portal/adams12.jsp> Come to the school main office to obtain login information.
* We will return phone calls and/or emails within 24 – 48 hours.
* If a student is not performing to his/her ability we will:
* Contact a parent/guardian by phone or email if a student is not demonstrating appropriate progress towards the standard(s).
* Contact a parent/guardian by phone or email if student has unacceptable behavior that is either impeding his/her learning or causing undo disruption to the class.
* Offer interventions that may include:
  + Re-teaching expectations
  + Additional assistance understanding curriculum
  + Open lab

**Behavior expectations**

* Students should follow the 6 P’s (Polite, Produce, Prepared, Prompt, Participate, and Positive Mental Attitude).
* Students should follow the attending skills (appropriate body language, being in the moment, appropriate feedback, appropriate eye contact, and ask questions to clarify or validate).
* Students who do not meet these expectations will be re-directed by the teacher.
* After the third re-direct, the student will be asked to complete a problem solve in writing where they determine what the problem is and how they can fix it.
* After a problem solve, the student will conference with the teacher.
* The student will call home to let the parent know.
* If a re-direct is required after a problem solve, students will be directed to another teacher’s classroom for the rest of the period.

**GRADING**

* Northglenn Middle School communicates student achievement levels based upon the standards. We do not assign letter grades, rather proficiency levels will be reported out as follows:
  + 4 – Exceeds Standard
  + 3 – Meets Standard
  + 2 – Approaching Standard
  + 1 – Below Standard
* Technology will report out on the following standards:
  + **Standard 1**- Creativity and Innovation (Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.)
  + **Standard 2**- Communication and Collaboration (Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.)
  + **Standard 3**- Research and Information Fluency (Students apply digital tools to gather, evaluate, and use information.)
  + **Standard 4**- Critical Thinking, Problem Solving, and Decision Making (Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.)
  + **Standard 5**- Digital Citizenship (Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.)
  + **Standard 6**- Technology Operation and Concepts (Students demonstrate a sound understanding of technology concepts, systems, and operations.)
* Cooperative Assignments--When students are working on a group project, each student will receive an individual score based on his or her demonstrated proficiency level.
* Assessments will be used to determine a student’s level of proficiency; a body of evidence will be gathered to determine levels at each semester.

**HOMEWORK POLICY**

**Amount of Homework to expect**

* + Each night = will vary but no more than 30 minutes
* Homework is a means for students to practice their learning and therefore will not be utilized when determining a student’s proficiency level. Students will receive feedback on their homework and completion of it will be monitored.
* Computer Apps classes will not have regular homework assigned. Students may finish projects from class as needed.

**PACING CHART OF LEARNING FOR COMPUTER APPS**

The technology education class is 9 weeks and is aligned to the national technology standards for k-8 students. The goal of this class is to learn how to use technology in a variety of forms such that students are better prepared to use it as a tool in school and beyond. Every class will include internet safety and prevention of cyber bullying. Additional, students will work through the following skills:

Internet Safety ---🡪 Increasing keyboarding skills--🡪 Microsoft Office Suite ---🡪 Projects using these skills