

Computer Technology Disclosure

Mrs. Wjwing

Computer Technology is the required Information Technology course for high school graduation. This class is designed to help teach students the basic fundamentals of business and computer technology including word processing, spreadsheet design, and presentations. Students will also understand ethics and use of operating systems, information resources, and electronic email. An important part of computer literacy is a solid knowledge of the keyboard and competency of keyboarding skills. Students will also create a project using content from another class to demonstrate their skills. Students will complete a CTE Skills Certification test at the end of the course. **Students will also be taking the Microsoft Certification Exams for Microsoft Word, Excel, and PowerPoint.**

Student Expectations

- Students will need to come to class prepared to take notes and have a section of a binder or folder.
- Students are expected to abide by the five classroom rules.
- Students are also required to sign and abide by the classroom computer lab contract as well as Jordan School District's Acceptable Use Policy (AUP).
- No cell phones or electronic devices are allowed during class time.

The five classroom rules are:

1. **Be Respectful**
2. **Be Here to Learn**
3. **Be Prepared**
4. **Be Positive**
5. **Be Your Best, Always**

Students that meet classroom expectations will receive full participation points and receive teacher recognition. Failure to comply with the classroom rules, computer lab rules or AUP, will result in 1) warning, 2) Action Plan that may include loss of participation points, parent/administration contact, and suspension of computer privileges.

Participation

Participation Points make up 10% of student's grade. Students will receive 10 Participation Points per day. To maintain full points, students will be evaluated on the following:

- Attendance
- Follow the five classroom rules, Computer Lab Contract & AUP
- Participating in class
- Keeping electronic devices away
- Dressing appropriately

See Attendance policy for more information on how absences affect participation.

Media & Technology

In an effort to stay current with the changing business environment social media and YouTube Videos will be used in class. I frequently show video clips from YouTube about technology. At appropriate times, students may use their cell phone to access course materials, complete assessments, and engage in instruction. Please feel free to contact me by email with any questions about this learning approach integrating technology & media. Students & parents can follow me on Twitter (@mrs_jwning).

Our Mission is to amaze students and parents with three things:

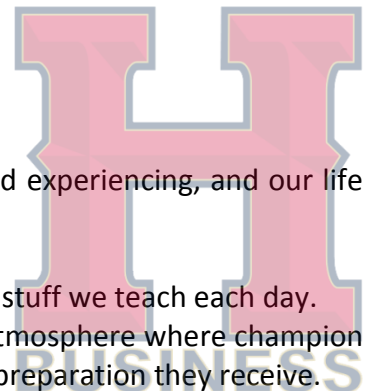
1. The "real"-ity of our classes and curriculum
2. Our personal incredible-ness
3. The possibility of what our students can become

We are the best group of Business Teachers in the state! We love teaching and experiencing, and our life experiences provide relevancy and completeness to our classes.

Our students rock! They actually choose to sign up for and to attend our classes!

They show their dedication & personal responsibility by soaking up all the sweet stuff we teach each day.

Our student leadership organizations simply WIN. We create a championship atmosphere where champion students compete at the highest levels and consistently succeed because of the preparation they receive.



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Attendance

- While students should make every effort to be in class, sometimes absences are unavoidable. When a student is absent, and an assignment is due they will be given 5 school days after the return to school date to turn in any missed work for full credit. After that time the assignment becomes late. If you have trouble completing the work, Contact me via email or you may see me before class on the day of your return. In cases of extended illness, it is the student's responsibility to make arrangements with the instructor if more time is needed.
- Students that are absent, excused or unexcused, will lose participation points for that day. The only exception is for school excused activities in which case, the student must notify the teacher.
- Students should make an effort to get classwork before they leave for prearranged absences.

Assessment of Student Learning (Assignments & Tests)

- Students will take a CTE Skills Test which cannot be retaken. The MOS Certification Tests can be retaken multiple times.
- Students are required to complete 100 Professional Development Points each quarter for 10% of the grade. These points are department wide and designed to help students demonstrate the pursuit of professional skills within our business classes.
- If a student is absent, they are responsible to check the calendar on the class site. They may attend open lab hours.
- Students are responsible to check their grades regularly on skyward.

Grading

Assessments.....	70%
Participation.....	20%
Professional Development Pts....	10%

Grading Scale

A = 93-100%	A- = 90-92%	
B+ = 87-89%	B = 83-86%	B- = 80-82%
C+ = 77-79%	C = 73-75%	C- = 70-72%
D+ = 67-69%	D = 63-66%	D- = 60-62%
F = 59% and below		

Availability & Contact

The lab is available for additional help from 7:00 am each morning until 3:00 pm unless administrative or FBLA meetings are planned.

julianna.wing@jordandistrict.org

801.567.8530

<http://mrsjwing.weebly.com>

Please detach and return this portion. A copy of this disclosure is available on the class website and Skyward for future reference.

I have read and understand the expectations and policies of the course.

Student Name: _____ Period: _____

Student Signature: _____ Date: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____ Date: _____

Administrative Approval: _____ Date: _____