**SYLLABUS**

**Intro to Computers: Tools, Apps, Devices, and the Impact of Technology**

**Instructor:** Thomas Russell

**School:** Falcon High School

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**Course Description:**

*Intro to Computers: Tools, Apps, Devices, and the Impact of Technology* is intended as project based course where students come up with solution to problems by using tools such as adobe creative suite and Microsoft Office Suite. No experience with computers is assumed.

**Course Outcomes:**

The objectives of this offering are to:

* Present the most-up-to-date technology in an ever-changing discipline
* Provide an in-depth understanding of why computers are essential in business and society
* Teach the fundamentals of and terms associated with computers and mobile devices, the Internet, programs and apps, and digital safety and security
* Present the material in a visually appealing, interactive, and exciting manner that motivates readers to learn
* Provide exercises, lab assignments, and interactive learning activities that allow readers to learn by actually using computers, mobile devices, and the Internet
* Work as a team to write, produce and direct Public Service Announcements videos by using state of the art multimedia software and MS Office Suite Software

**Text/Materials/Web:**

Online Materials: www.urbanteach.org

**Teaching Methods:**

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: Projects will be the major work for this class. Students will work as a team to produce 1 project a week.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students keep up with assigned material.
4. Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.
5. Participation: Student participation will be graded by the level of class participation and attendance.

**Grading:**

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

Exam Project #1

Exam Project #2

Exam Project #3

**Course Policies:**

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester.

Assignments: All assignments/Projects are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project. For more information refer to the "Academic Dishonesty" policy in Falcon High School handbook. For this class, it is permissible to assist classmates in general discussions of computing and digital editing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades: All grades will be posted on Power School.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Assignment Descriptions**:

**Study Guide** (SG)

These exercises reinforce material for the exams.

**Checkpoint** (CKPT)

These exercises review key terms and concepts presented in the chapter.

**Problem Solving** (PS)

These exercises extend your knowledge of chapter concepts by seeking solutions to practical problems with technology that you may encounter at home, school, or work.

**How To: Your Turn** (HT)

These exercises present general guidelines for fundamental skills when using a computer or mobile device and then require that you determine how to apply these general guidelines to a specific program or situation.

**Internet Research** (IR)

These exercises broaden your understanding of chapter concepts by requiring that you search for information on the web.

**Critical Thinking** (CT)

These exercises challenge your assessment and decision-making skills by presenting real-world situations associated with chapter concepts.

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| **Week** | **Reading** | **Lab** | **Assignments/Homework** |
| **1** | Lesson 1 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **2** | Lesson 2 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **3** | Lesson 3 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **4** | Lesson 4 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **5** | Lesson 5 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **6** | Lesson 6 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **7** | Lesson 7 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **8** | Lesson 8 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **9** | Lesson 9 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **10** | Lesson 10 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **11** | Lesson 11 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **12** | Lesson 12 | * How To: Your Turn exercises * Internet Research exercises * Critical Thinking questions |  |
| **13** | Review | Review | Final Exam |