

# Freshman Technology

Mr. Ahrens

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2011-12 Course Syllabus

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All assignments available at:  
[www.BearRiverBands.org/tech](http://www.BearRiverBands.org/tech)

## Course Description

Students will learn useful and practical applications of the Microsoft Office Suite (2010): Word, Excel, Power Point, and Publisher. They will learn graphics editing using Paint.NET. They will make multimedia class presentations and create a web page using HTML & CSS code via the program Notepad++. Emphasis will also be placed on career exploration and preparing for the world beyond school.

## Course Objectives:

- Type and/or input on a computer at a minimum of 40 adjusted words per minute for five minutes (by the end of the semester).
- Produce a memo, fax cover sheet, letter, spreadsheet.
- Understand & use proper MLA (Modern Language Association) formatting on documents.
- Understand and identify the hardware components of a computer.
- Understand and use various software applications.
- Appropriately use terms associated with computers.
- Understand computer ethics and responsible use.
- Knowledge of the history of business machines, computers, & technology.
- Insight to emerging technologies.

## Projects Include:

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| <ul style="list-style-type: none"> <li>• Internet Research</li> <li>• Literacy in Information Technology</li> <li>• Personal Finance &amp; Expense</li> <li>• Computer Hardware Brochure</li> <li>• Slideware Presentation</li> </ul> | <ul style="list-style-type: none"> <li>• Dream Car Project / Auto Loan Financing</li> <li>• Career Exploration Research</li> <li>• Personality Types &amp; Group Dynamics</li> <li>• Creation of a Website</li> <li>• Development of a Digital Portfolio</li> </ul> |
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## Performance Evaluation

Grading in this course will be based upon the following:

<ul style="list-style-type: none"> <li>• Class Projects &amp; Assignments      <b>60%</b></li> <li>• Tests &amp; Quizzes                      <b>20%</b></li> <li>• Tech News                                <b>10%</b></li> <li>• Speed Typing Tests                    <b>5%</b></li> <li>• Class Participation &amp; Behavior      <b>5%</b></li> </ul> <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> <p style="text-align: right;"><b>100%</b></p>	<p><b>Work 1 Day Late: 75% Possible</b></p> <p><b>2 Days Late: 70%</b></p> <p><b>3 Days Late: 65%</b></p> <p><b>4 Days Late: 60%</b></p> <p><b>5 Days Late: 55%</b></p> <p><b>More than 5 Days Late: 50%</b></p>
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A student is expected to make up work for all absences. It is the student's responsibility to get find out what was missed due to an excused absence and complete it. Check the website & Edmodo!

