

Washington Community High School

Orientation to Technology Syllabus

Year: Summer 2023

Instructor: Mrs. Gardner

Classroom: MPR

Office Hours: 7:30AM-12:30 PM

Email address: tgardner@wacohi.net

Website: <http://mrstgardner.weebly.com/>

A. Course Information

Grade level: 9-12 (required of all freshmen)

Length of course: 1 semester

B. Course Description

Students in this course will develop and/or expand on proper digital management skills through the use of Google Classroom. The SAM Cengage website will be utilized to implement Microsoft Office 2016 programs to format documents such as letters, MLA-style research papers, emails, spreadsheets, charts, brochures, and newsletters. Students will become acclimated with Windows 10 and learn how to safely utilize the internet, email, and other programs, such as Xello, to complete interest and abilities inventories, research occupations and colleges, and prepare a four-year high school plan. Students will also be educated in Netiquette, capturing screens, and learn how to use time management/organization effectively in the educational environment.

C. Required Equipment/Technology

School Issued Chromebook & Internet access

Google Classroom Learning Management System

SAM Cengage & Xello Websites

D. Semester Grading Plan

50% Classwork (Assignments, Projects, Quizzes, etc.)

30% SAM Exams

10% Lab (SAM Trainings)

10% Participation

E. WCHS Grading Scale

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: <60

F. Expectations

1. *Be prepared* – bring School Issued Chromebook full charged each day
2. *Be respectful* of peers, teacher, and classroom
3. *Be responsible* for turning in work when due and submitting to late work Google Form
4. *Be positive* – encourage others and display a passion for learning (choose engagement over distraction)
5. *Be a good listener* – follow directions and listen the 1st time instructions are given
6. *Be aware* of school & classroom policies

G. Tentative Topics/ Schedule

Digital Management Skills

Google Classroom Navigation/Management

Netiquette, Capturing Screens, Time Management/Organization

Spreadsheets (Microsoft Excel and Google Sheets)

Xello/Four-Year Plan (with Counselors)

Document formatting (Microsoft Word and Google Docs)

Google Site Development

Canva Basic Design

Coding Basics