**Tech Skills for Life**

**Syllabus**

**Length:** Semester

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# **OVERVIEW:**

Tech Skills for Life is a beginning level course that focuses on Excel, Introduction to Python Programming and Access.

This class is the 2nd in the sequence of classes; Basic Computer Skills is first and Computer Applications and/or Computer Programming follows. While Basic Computer Skills is not a prerequisite, students that type or key at less than 30 wpm will be transferred to Basic Computer Skills for skill building before taking Tech Skills.

# **Unit Plan (subject to change):**

**Unit 1: Excel**

Length: 7 Weeks

Material: Pearson Microsoft Office 2016 – Emergent Learner

Chapters: **Excel** 1-3; Lessons 1-25

Assessments: Unit 1-25 Application Problems;

Chapter Portfolio Builders;

Chapter Tests

**Unit 2: Introduction to Python**

Length: 2 Weeks

Material: InteractivePython.org; CodeAvengers.org

Assessment: Exercise 9, 6, and 10; Individual Python program

**Unit 3: Cybersafety Information & Careers**

Length: 1 Week

Material: Interactive Cybersafety website -Lifejourney.org

Assessment: Course Certificate

**Unit 4: Access**

Length: 7 weeks

Material: Pearson Microsoft Office 2016 – Emergent Learner

Chapters: **Access** All Chapters and Lessons

Assessments: Unit 1-25 Application Problems;

Chapter Portfolio Builders;

Chapter Tests

**Unit 5: Computer Science Unplugged**

Length: 1 Week

Material: CS Unplugged Workbook (online)

Assessment: Course Certificate

# **Grading:**

1. **Academic Grades**:

a. Students will store all assignments/assessments in their Office 365 Class Notebook and notebooks will be graded at the end of each chapter.

b. Students will have vocabulary to define for each Excel and Access Chapter.

c. Portfolio Builders and Tests will also be saved/printed to the Classroom Notebook.

2. **Participation Points:**

## 1.  At the beginning of each quarter, you receive 10 points per week for a total of 90 points per quarter.

## 2.  Each time you are "caught" on your phone or on a website that is not part of our class activities (Facebook, Computer Games, Shopping Sites, Pinterest, etc) you lose 1 point - meaning you average for the day is 50%.

## 3.  Lost points are not recoverable.

## 4.  Remember 50 points = 67% which is a D.  To be reduced to 50 points, you would have to be caught 8 times or almost once per week

## 5.  Don't get caught - keep the easy A and stay off your phone and unauthorized websites unless given specific permission to use your phone or have free time.

## 6.  If you are given free time, you will not lose points.

# **Specific expectations:**

Students are expected to ***Be Respectful, Be Responsible, Be Involved***, and ***Be a Graduate***. Examples include

***Be Respectful***

* Respect the opinions and rights of others
* Follow directions & rules
* Keep cell phone in pocket
* Dress appropriately
* Speak and act appropriately
* Follow Acceptable Use Policy for computer usage
* Value yourself and others

***Be Responsible***

* Be on time
* Come prepared
* Complete work as assigned or make up work right away
* Ask for support when needed
* Clean up after yourself, throw away trash and tuck in chair at the end of the class
* Log off the computer
* Upon entering classroom, log on to the computer; check your email and the lesson plan calendar; web page and then begin to work on bell ringer activity
* Keep commitments

***Be Involved***

* Participate in group work
* Participate in service projects
* Participate in leadership opportunities
* Participate in social activities
* Share your ideas

***Be a Graduate***

* Limit your absences
* Complete your work
* Set your sites on graduation and work toward it
* Realize that setbacks or obstacles are normal and work to overcome them
* Let nothing and no-one stand (including yourself) in the way of graduating on time