



Introduction to Computer Technology

Welcome to Introduction to Computer Technology, ICT! The purpose of this course is to provide students with an opportunity to develop a strong foundation in computer and information literacy. This course is a broad introduction to the use of computers as tools for creativity, communications and organizing information. Students will learn about online tools, word processing and spreadsheet software, as well as publishing and presentation software. Students will learn how to use computers flexibly, creatively and purposefully. All learners will be able to recognize what they need to accomplish and determine how they can utilize their digital literacy skills and knowledge to best approach the task. (Introduction to Computer Technologies is the recommended beginning course for the Information Technology and Digital Media strands.)

Course Requirements:

- **Supplies:** Folder, pen/pencil, some paper, & planner
- **Participation:** You are expected to complete the assigned task in a productive manner during the designated class time.
- **Assignments/Tests/Quizzes/Projects:** Class assignments vary and will include discussions, exercises, projects, tests/quizzes, timed writings, internet use, etc.
- **Final Exam:** A final project will be given, tbd

Skills and Knowledge:

- Keyboarding
- Digital Living
- Word Processing
- Spreadsheets
- Presentations
- Computer Science
- Graphic Design

Grading Policy:

Total Points:

100%

- Based on in class projects and the final exam.

Learning Management System:

We will utilize Schoology for online communication, assignments, etc.

Link: Schoology.parkwayschools.net

Use your Parkway G-Mail to access

Late Policy

All assigned work will be given a due date. Late work will be accepted with a 20% point reduction. No late work will be accepted after each 6-week grading term. No exceptions.

Attendance

If you are absent, it is your responsibility to check the website or ask your instructor for make-up work. Make-up work must be turned in within ONE WEEK from the day you return from the absence. It is YOUR RESPONSIBILITY to ask for this work when you return from your absence.

Tardies

Tardies will be dealt with on an individual basis. Excessive tardiness will result in detention.



Expectations

- Be respectful – of me, of others, of the classroom and its resources.
- Use the Internet to complete assignments, not to navigate social networking and shopping sites.
- Refrain from using personal electronic devices, this includes texting and social media.
- Communicate with your teacher! I will be happy to work with you if I know what is going on.
- Be where you are supposed to be when you are supposed to be there.

Food/Drinks

- Due to the severity of food allergies, no food is allowed in the business department.
- Drinks will be allowed, but only if they have a cap and are not next to the computers.

