**j0216616Course: Computer Technology: Online Tools**

**Room #: 209**

**Instructor: Mrs.Malsky**

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**Voice Mail: 815-634-2396 extension 1917**

Grading Structure and Classroom Procedures

**Description**

This course introduces the features and capabilities of Google and Internet tools. While learning how to utilize the Internet, students also will learn the underlying concepts and strategies involved. Various web tools are discussed along with the types of information and communications students can retrieve using these tools. **Dual Credit Articulation: CIS116 Introduction to the Internet.**

**Units of Study**

1. Advanced Typing Techniques
2. Email/Google Intro
3. Google Chrome Browser/ Maps
4. Google Calendar
5. Google Docs-spreadsheet, forms, presentation, docs
6. MLA/APA works cite searching for information/images/Google Scholar
7. Picassa/YouTube Account Management
8. Web Tools
9. Google Sites
10. Blogger

# **Timings**

Timings will be taken weekly. The top three timings of each quarter will be averaged to figure the timing grade which is worth 10% of your grade.

## 1st Quarter 5 minute timings 2nd Quarter 5 minute timings

40+ A 45+ A

35-39 B 39-44 B

30-34 C 35-39 C

25-29 D 29-34 D

#### Appropriate Classroom Behavior and Cheating

Please do your own work! See your teacher, not your friends, for help or if you fall behind in your work. Make the right choice!

### **Proper Care of Equipment**

Notify the teacher when your computer is not working properly. Abuse of the computer will involve appropriate school personnel.

### **Following Instructions and Use of Software**

Use the equipment as instructed by the teacher. All work must be performed in the appropriate software. All other software is restricted. This means students are not to experiment or use other software/programs/accessories. Usage of the Internet is permitted when the Instructor notifies the student. NO GAMES

### **Grading Scale**

The grades will be comprised of quizzes/tests, projects and homework assignments. A total point score on every assignment determines the grades.

100 – 94 A

93 – 86 B

85 – 78 C

77 – 70 D

69 -Below F

**Classroom Expectations**

# Respect your classmates, yourself and the equipment in the room.

1. No Food, Drink or Gum in the Classroom.
2. Follow all directions and procedures.
3. Follow and familiarize yourself with the school policies found in the handbook.
4. Disrespectful language will not be tolerated.
5. Remain in your seat until the bell rings.
6. No games, Internet or usage of other software unless instructed to by the teacher.
7. Be prepared for class—all necessary materials must be with you.

**Behavior Consequences**

Behavior consequences will be followed according to all of the rules listed in the student handbook.