

Computer Repair

2008-2009

Computer Repair is designed to instruct students in installing, configuring, maintaining and troubleshooting computer systems. There are no prerequisites.

Expected School-wide Learning Results (ESLRs)

The following ESLRs will be targeted:

- Life Long Learners: Master new knowledge and skills efficiently and confidently using a variety of techniques.
- Effective Communicators: Use a variety of media (visual, oral, written) to communicate in an organized and fluent manner.
- Analytical and Creative Thinkers: Read/listen, critically analyze and respond appropriately in a range of circumstances.
- Ready & Career Focused Workers: Demonstrate basic work skills and do career and post-secondary-education exploration.
- Navigators of Technology: Use a variety of existing technologies competently.

Information Technology Industry Sector – Technical Knowledge and Skills (Drafted May, 2005)

10.1 Know how to use a variety of business-standard software and hardware.

10.5 Use technology and electronic media to manage the work flow and to provide feedback.

10.6 Understand the interrelationships between hardware components and supportive software.

10.7 Analyze functions, features and limitations of applications.

10.8 Know how to use appropriate help resources (online help and manuals).

11.0 Demonstrate and apply the concepts contained in the foundation and pathway standards.

Course Overview

In this course, students will:

- develop touch control of the computer keyboard, concentrating on technique and accuracy;
- learn about major components of a personal computer;
- become proficient in the basic features of Microsoft Word, Excel and PowerPoint;
- learn how to do research on the Internet and send e-mail;
- prepare essays, reports and projects on the computer; and
- work effectively in pairs or groups.

Instructional Approach

- Hands on labs
- Classroom exercises
- Class discussions/notes
- Direct instruction
- Computer exercises/projects
- Internet research/lessons
- Quizzes and exams

Curricular Requirements

Software/Textbooks:

Windows XP Professional
Microsoft Office: Word, Excel and PowerPoint
Smart Course – A+ Certification Courseware
Online assignments

Required Materials:

Pencils/Pens for written work and a desire to learn

The majority of homework will consist of studying for quizzes and tests or completing web research.

Assessment/Grading Policy: After an absence, the student is responsible for making up assignments within two weeks. Students who hand work in on time may correct assignments for additional points. Copying or cheating is unacceptable and will result in no credit for all parties involved. Semester grades will be based on points earned in both quarters. Grades may be viewed online at www.seq.org/~cdodge. The following percentages will be observed:

Grading Scale

A+ 98-100%, A 94% - 97%, A- 90 - 93%
B+ 87% - 89%, B 84% - 86%, B- 80 - 83%
C+ 77% - 79%, C 74% - 76%, C- 70 - 73%
D+ 67% - 69%, D 64% - 66%, D- 60 - 63%
F 59% or below

ATTENDANCE POLICY

All students are expected to be in their seats and ready to work when the bell rings. Absences must be cleared with the attendance office. Students receiving more than the allowed number of absences with three or more "cuts" and earning a passing grade will receive an "NA" grade. Students will be responsible for checking with the teacher and scheduling a time to make up assignments in the computer lab during break, lunch or after school. Attendance may be checked online on Sequoia's web site: www.sequoiahs.org. The Attendance Policy is accessible on Sequoia's web site under Resources.

Behavior Policy

Sequoia High School behavioral standards and absence and tardy policies will be followed in this classroom. Behavior that is inconsistent with these standards will result in a conference or a phone call home as well as disciplinary procedures outlined in the Student Handbook. In addition, each student is expected to:

- show respect to classmates, teacher and the classroom environment;
- arrive on time with required materials;
- follow school rules and the attached telecommunications agreement; and
- keep food, drinks and gum out of the lab.

Teacher Contact/ Office Hours

I am available in Room 300 by appointment. Please feel free to contact me by E-mail or Voice Mail. I will check them several times each day and get back to you as soon as possible.

Computer Repair Contract

Both parent/guardian and student need to sign and return this contract to me no later than Friday, September 2nd for full credit. Please keep the course outline for your records.

I/we have read the course outline for Computer Applications I and the Telecommunications Agreement. I/we will work to fulfill all expectations.

Student Last Name _____ First Name _____
Please Print Please Print

Student Signature _____ Date _____

Parent/Guardian Signature _____

Parent/Guardian Day Phone _____ Evening Phone _____

Parent/Guardian E-mail Address _____