

PVHS: Intervention Through Technology A & B
COURSE SYLLABUS



INSTRUCTOR: Mrs. Erika Quintana, Business Technology Department Teacher
PHONE: 922-1305, ext. 5335
E-mail Address: equintana@smjuhsd.org
Website: access through PVHS/School Staff link

COURSE MATERIALS:

Supp. Textbooks: Practical Computer Literacy (Published by Thomson, 2005)
Digitools, Technology Application Tools (Published by Southwestern, 2012)
Videos: Any videos shown in class will be PG13 or lower & will pertain to the course
Speakers: approved according to District policy
Student materials needed: binder, paper, and pencils

COURSE DESCRIPTION:

This elective/remediation course is designed to assist students in the utilization of 21st Century technology tools to improve their reading, writing and math skills while making up units towards a diploma. The instruction will include entry level computer skills and job acquisition skills with a Career Technical Education focus. MicroType software will be used to improve each student's level of keyboarding skills. Students will learn the appropriate and ethical use of technology and Internet safety. Students will be assigned a variety of project-based coursework to demonstrate their knowledge and skills. The online PLATO Learning Program will be used for students to complete On-Track Credit Recovery courses for classes previously failed to enable them to catch up on units in order to earn a high school diploma. **GRADUATION IS OUR GOAL.**

GRADING POLICY:

The *elective* ITT course and the PLATO *credit recovery* courses are separate and each is graded on a Pass/Fail basis. Students earn credit (CR) or no credit (NC). Points will be earned for the elective ITT coursework with an overall average 70% score required to pass. The scoring for the credit recovery courses is administered on an individual basis by the online PLATO Learning Program. Credit is earned by attaining an overall average of 70% on all assignments and mastery tests. Since attendance is an important factor in student success, *no more than 2 absences per progress period or a total of 7 absences for the semester* will be allowed to receive the elective ITT course credit. Absences must be excused with a note through the Attendance Office and should be discussed with the teacher.

STANDARDS OF STUDENT EXPECTED ACHIEVEMENT:

This course integrates the California State Standards for the four core subjects (English Language Arts, Mathematics, Science and History-Social Science), the Career Technical Education (CTE) Curriculum Standards, and National Education Technology Standards.

CHEATING:

Students found to be cheating will receive a ZERO grade, and District policy will be followed. See Parent/Student Guidelines Handbook and Student/Parent Technology Use Contract provided at the time of registration, as well as the classroom Acceptable Use Policy (AUP). Students using/sharing student work, data files or any computer-generated files will receive a grade of ZERO, and the District policy for cheating will be followed. Student may be removed from the classroom and receive no credit for that grading term.

CLASSROOM GUIDELINES/RULES:

- No **FOOD, DRINKS, CANDY, or GUM** permitted in the computer lab.
- No **CELL PHONES** are permitted; all phones should be put away during class time.
- No **Electronic Devices: IPODS, MP3's**, etc. should be put away.
- Students are not permitted to roam or surf the Internet at their discretion. More information will be discussed by your instructor. District policy requires that each student and parent sign a **TECHNOLOGY USE CONTRACT** at the time of enrollment. Understand these rules will be enforced to the fullest extent of District policy; violators will be removed from this class immediately.
- Students will treat teachers, staff, and other students with respect.
- Disruptive behavior will not be allowed.
- Students will treat the property of others with respect.
- Remain at your workstation unless you are given permission to leave by your teacher.
- Obey the school dress code. Violations will be addressed.
- Students will respect computer lab property at all times.
- Be responsible for your computer station. If, for example, your book is written in or you notice something is wrong with the computer, report it immediately to your teacher so you are not held responsible for the damages.



By signing this, I am acknowledging that I have read and understood this document.

Date _____

(Parent/Guardian Print)

(Parent/Guardian Sign)

(Student Print)

(Student Sign)