**Room:** 215 **Credit:** ½ **Instructor:** Mr. Stephen Rocco **Web Site:** http://www.sjrocco.info

**Office Hours:** Mondays from 2:45 until 3:30pm

**Cell Phone:** 401-864-2652 **E-mail:** **sjrocco@gmail.com**

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Our mission at Dr. Jorge Alvarez High School is to become a national leader in educating urban youth by preparing all our students for the nation's universities, colleges and their chosen profession. We believe that we can achieve our mission by implementing the following commitments.

* Create a culturally responsive, friendly, nurturing and welcoming school community
* Set high expectations for learning and teaching that we expect all students, faculty and staff to reach
* Create classrooms that are students-centered and vibrant places of inquiry that engage students in rigorous thinking
* Support student learning by using research-based practices and sound instructional strategies
* Use data to guide our decisions and inform our practice
* Work collaboratively with students, parents, teachers and community members to maximize our students' academic, social and civic potentials
* Create meaningful and exciting after-school academic, social, and recreational activities that foster positive interactions among the Alvarez school community

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**Course Description/Objectives:** Students will learn and apply computer skills to various written assignments, projects, and presentations. Curriculum includes the concepts and techniques needed for effective Internet Research, and use of Microsoft Office Suite with emphasis on Career Exploration and Financial Literacy to prepare students for College and Careers. Independent and collaborative work will include technology integration as necessary. Students will complete an electronic portfolio of their work at the conclusion of the class. National Business Education Association (NBEA) and National Educational Technology Standards (NETS) are addressed. Standards can be viewed at: <http://www.sjrocco.info/computer-literacy-class.html>

**Required Classroom Texts/Supplies**

* Text – Instructor Supplied Lessons and Resources
* Access to a computer with Microsoft Office, Internet, and Email.
* Pencils / Pens / Folder (Save all Work)
* Flash/Thumb Drive (Optional but encouraged)
* Earbuds

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**Marking is based on a point system with the following Category Weights**

1. Classwork / Homework 30%
2. Writing Assignments 30%
3. Tests / Projects / Common Tasks 40%

\*Percentages are subject to change - LATE WORK COULD BE PENALIZED UP TO 50%

**Assignment Expectations**

###### Punctuation, spelling, formatting, and appearance of all work will be taken into account when grading. All written assignments should be word processed, 1” margins, size 11 font, Times New Roman, or Arial font and double spaced. All homework can be handwritten. Rubrics will be distributed when available and used in grading of portfolios, writing assignments, projects, etc.

This class requires much independent study and discipline. The course is outlined on a day-by-day basis. It is student’s responsibility to make up all missed work, quizzes or tests, if absent. You are still responsible for all assignments when given. Check the web site, your email, call me (leave a message) or call a classmate to get the assignment. Make-up tests are administered after school by appointment. In case of absence you are responsible to make the effort to make up the work, test, quiz, etc. Zero (0) will be entered into grade book until work is completed. Any work overdue more than two weeks will only be eligible for a maximum grade of 75.

**Course Format / Requirements**

|  |  |
| --- | --- |
| * Overview
 | * Digital Citizenship and Online Safety
 |
| * Keyboarding
 | * MS Word
 |
| * Computer Fundamentals
 | * MS Excel
 |
| * Presentations
 | * Databases
 |
| * Career Exploration
 | * E-Portfolios
 |
| *\*Some units may be reduced or eliminated depending upon student levels and time available* |

Format of Instruction for Each Chapter

1. Introduction of Goals and Objectives
2. Introduction of new vocabulary and/or techniques in each Unit.
3. Lecture with Q & A.
4. Practice Exercises or Problems in Workbook when appropriate. (Homework / Classwork)
5. Chapter or Section Review.
6. Performance Assessment at the conclusion of each chapter either in test form, case study, or comprehensive exercise form.

Computer Lab Rules – (Alvarez Handbook Rules)

1. Come to Class Every Day – On Time – Be Prepared
2. NO Food or Drinks (Exception: water in clear bottles only)

## NO Electronic Devices

1. Academic Integrity - *refer to Dr. Jorge Alvarez High School academic integrity policy*
2. Respect for others, school, and yourself. *(No Question is Stupid!)*
3. Stay On-Task
4. Lab Space – My Space (Treat the Lab as if it were your own)

Complete Contract Below. Tear Off at Dotted Line and Keep Top. Return Signed Contract to Mr. Rocco within 2 days.

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|  |
| --- |
| CONTRACT I have read and I understand the Course Description, Expectations, Requirements, Grading Procedures and Classroom Rules as written. I agree to complete all work as assigned, abide by the classroom rules as stated on page 2, and put forth my best effort in this class. I agree to deliver any correspondence, progress reports to my parent / guardian for their signature and return to the instructor within 7 days of receipt and I understand that my grade will be jeopardized if I don’t abide by any part of this contract. This completed form is your first *QUIZ GRADE*.x  |
|   |   |
| Student Name | Period |
|   |   |
| Student Signature | Date |
|   |   |
| Parent / Guardian Initials | Date |
| Stephen J.Rocco  |  |
| Instructor Signature |   |