

INTRODUCTION TO COMPUTERS



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Location: G39

COURSE DESCRIPTION:

Introduction to Computers is the foundational course for Web Design, Programming, AP Computer Science, and Cisco Network Systems pathway.

The course is designed to introduce students to computer programming *and* provides the computational thinking skills of programming and data analysis that can be used in other classes. Students will also learn fundamental concepts of computer hardware, software, networks, *and* become familiar with several widely used applications including word processing, spreadsheets, and Google apps.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Professional communication skills and practices, problem solving, and the impact of effective presentation skills are also taught in this course as a foundational knowledge to prepare students to be college and career ready.



COURSE CONTENTS:

SEMESTER 1	SEMESTER 2
1. Online Safety and Digital Citizenship	8. Creating a Data Story
2. Computer Fundamentals	9. Introduction to Programming in Python
3. Word-Processing Software	10. Python Strings
4. Spreadsheet Software	11. Python Conditionals
5. Data and Data Visualization	12. Python Functions
6. Data Processing & Analysis	
7. Obtaining Data	

REQUIRED MATERIALS:

- **USB Flash drive** to transport digital files back and forth.
- **Composition Notebook** for notes and keeping a journal.
- **Folder** to keep handouts given in class.
- **Pen and/or Pencils**
- **Google Applications** (You will need to sign up for a Google account)

We will also be using many different **Software Tools** in the class. All of them are installed on the computers in the lab. Most of the software is “open source,” which means it is free and available for anyone to download and use on their own computers. So you can also work at home or anywhere else you have access to another computer.

Most of the **teaching materials** (handouts, presentation slides, resource lists, assignments, etc.) will be found online, either on a website that I have developed specifically for this course (see below), or other public website resources.

COURSE WEBSITE: <http://compchutech.edublogs.org/>

I intend to use the website as the main source of all assignments, reference materials, and communications. Grades will not be posted on this site, but will be updated regularly on Skyward.

GRADING POLICY:

Category	Percentage
Assignments	60%
Projects (2 each quarter)	20%
Quizzes	10%
Professionalism	10%
Total	100%

The End of Course Exam taken in June comprises 10% of your final grade.

HOMEWORK AND ATTENDANCE:

Almost all of the learning activities in this class require work in the computer lab; but students may have to complete unfinished assignments or extra credit work at home. Consider this as homework for Intro to Computers. Students will be given appropriate deadlines for turning in assignments.

Class attendance is mandatory, and missing more than 5 classes without an excused will result in a lower grade. Regular class attendance is vital to the successful completion of this course, and it lays the foundation for good work habits that students will carry into adulthood.

MAKE-UP POLICY:

It is the responsibility of the student to retrieve make-up assignments for missed school days from the teacher. Students will not receive a grade higher than a 70 if they do not make up the missed work within five (5) school days. Make-up work can be done via appointment or Monday – Friday by appointment from 7:00 – 7:40AM.

If you are absent: Follow the **While You Were Out** chart on the wall. You are required to make up anything you missed while you were out. Being absent is not an excuse for missing or not completing work. Find a friend in the class that you feel keeps up with their work and find out what you missed. **Do not come to me and ask me what you missed.** It is your responsibility to get any handouts given while you were out. Check the class website and the Handouts binder to see if you missed any while you were out!

CLASSROOM EXPECTATION: GIVE RESPECT, GET RESPECT.

All MPHS school rules will be enforced. Additionally, students will abide by the normal practices of the classroom. These practices include:

1. **Attendance & Behavior:** Students will respect the teacher, their fellow students, and their environment. Students are expected to be in class, prepared, on time, and ready to learn every day. This counts in the evaluation of your professionalism in the your grade for the course.
2. **Bathroom Passes:** Students may not leave the class during the first 10 minutes or the last 10 minutes of class.
If you need to leave the room to go to the bathroom during class, ask me first, and take the hall pass with you. Keep your trip to five minutes, and don't disturb your classmates when leaving and returning. You are responsible for anything you miss.
3. **Computer Usage:** Students must abide by the MPHS and Providence Public Schools rules for computer usage, as described in the Student Handbook. No inappropriate content, accessing prohibited Internet sites, illegal activities, etc. Violators will be immediately sent to an administrator.
4. **Food/Drink:** No food or drink is allowed at the computer workstations, except plain water in closed containers. Computers and keyboards and mice do not need sustenance.
5. **Personal Electronics:** Personal electronics may not be used during class, unless I announce a waiver. This includes cell phones, music players, tablets, laptops, cameras, headphones, earphones, headsets (have I forgotten anything?). I will confiscate the device until the end of class if you violate this rule, especially TEXTING. Repeat violations will get referred to MPHS administration. There may be times, such as during periods of individual work, when it will be permissible to listen to music quietly on headphones, but that is the exception, not the norm.
6. Students will sit in their assigned seat each day. The teacher reserves the right to redesign the classroom-seating chart at any time.
7. Keep all language positive, appropriate and respectful.

SUPPORT:

I will be available most days during lunch periods and before school for extra lab time or individual help. Email (donn.chu@ppsd.org) is also a great way to get in touch with me for questions or problems.

*** This course syllabus is a general plan for the course; all information contained in the course syllabus/calendar is subject to change. Any changes will be announced in class. ***

***** Please Sign and Return *****

Parents/Guardians, please read the attached syllabus document before signing.

ACKNOWLEDGEMENT OF RECEIPT

Use of Internet hardware and software at Mount Pleasant high School is considered a privilege and is not a right. This privilege may be revoked at any time when it is determined that a student has accessed inappropriate material, has been involved in computer hacking or introduction of computer viruses, or has violated any part of the Student Acceptable Use Agreement. If the violation is severe, other consequences may include suspension and being dropped from the class with a grade of "F."

By signing below, the student and parent/guardian acknowledge that they have read and understood the contents in the 2016-2017 Introduction of Computers syllabus.

Student Name (please PRINT): _____ Grade/Homeroom _____

Student Signature: _____ Date _____

Do you have access to the Internet outside of school? _____

Parent/Guardian Name (Print): _____ Phone: _____

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Email: _____

Primary Language spoken at home: _____

NOTE: *I reserve the right to change, at any time, the point value of any test, quiz, or assignment. In addition, at my discretion, and without any advance notice, I reserve the right to raise or lower your overall course grade by up to one full letter (ten percent), based on your in-class participation and/or conduct.*