

Burrillville Middle School Technology Education

2220 Bronco Highway
Harrisville, RI 02830

Tech I and II & Manufacturing Tech Syllabus

Teacher: Kevin C. Stockwell
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Date: Year 2014-2015

Course Title: Technology I & II, Manuf. Tech
Grade Level: 6-8 Grade
Class Periods: 90 Days
Room #: 1A

Hours for Extra Help:

Most days I am at Burrillville Middle School by 7:05. I can be found supervising the Auditorium. I should be able to help with any simple questions. I also stay until 2:30pm daily, but please make arrangements with me, prior to showing up.

Title and Publisher of Textbook:

There are no textbooks at this time for Elective class at Burrillville Middle School.

Course Description:

This class meets ninety days, every other day, the curriculum focuses on demonstrating proper keyboarding techniques, computer components, usage of word processing, and demonstrating proper care and handling of hardware and software. Other Microsoft software will be introduced as time permits.

Course Outline:

Demonstrate proper keyboarding techniques while completing projects throughout the year.
Identify computer and network components and their functions.
Demonstrate proper manipulation of files on a network
Students will be required to complete Typingweb.com course work.
Identify basic components and utilize a word processor to complete projects
Identify basic components and utilize a spreadsheet to complete projects
Identify basic components and utilize a PowerPoint spreadsheet to complete projects
Identify basic components and utilize a database to complete projects

Homework, Grading, and Communication Expectations:

Since textbooks are not issued in this class, they will not have regular homework assignments. They may have to complete unfinished assignments or extra credit work at home or during open lab sessions. Students will be given appropriate deadlines for turning in assignments. Test and quizzes will be 25% of grade with projects making up the remaining 75% (daily work and projects). Miss use of licensed material will result in a "0". All students will receive a progress

report at midterm .Parents, please feel free to contact me if you have any questions or concerns regarding your child.

*email is the most efficient means of contacting me: Stockwellk@bsd-ri.net

Scheduled Help Sessions:

I am available on Mondays after school from 2:07 pm until 3:00 pm. Please allow 24 hour notice so that I my availability of work stations.



Reminders and Rules:

No electronic equipment, CDs, or disks from home are allowed.
No eating or drinking in the computer lab. This includes gum and candy.
Students should follow the behavior guidelines:

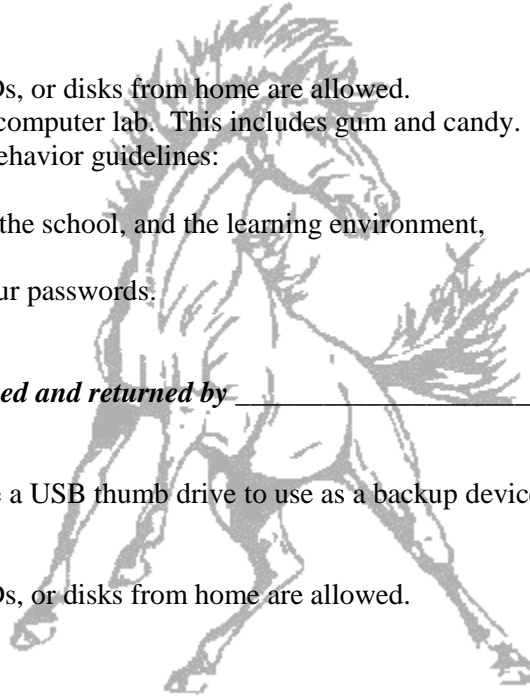
- (1) Come to class prepared,
- (2) Respect yourself, others, the school, and the learning environment,
- (3) Be safety conscious
- (4) Do **NOT** give anyone your passwords.

This syllabus should be signed and returned by _____.

Requirements:

Students are required to have a USB thumb drive to use as a backup device for their essential files.

No electronic equipment, CDs, or disks from home are allowed.



Feel Free to sign up you and your student for Free Text Message reminders, when projects are due or other Important Dates! Sign up for class by choosing one of the following Classes:

Tech I



Tech II



Manuf Tech



Please complete the following:

My signature below signifies that I have read this information, and my parent/guardian and I understand the requirements of this class.

Student signature

School Year

Parent signature

Parent contact information (email or phone number)

My child has permission to use the internet in the

Technology Education Classroom.

_____ yes _____ no

