Manhattan High School Computer Art Syllabus

AUFE3QQM-05 – COMP ART SE3

Mr. Ayala

Classroom: 310

Course Description:

Computer Art is designed to assist students in becoming better Digital Citizens. Each grade level will have custom projects/assignments designed for that grade's developmental & proficiency levels.

Every class will devote 10-15 minutes to develop and assess proper keyboarding habits. Good habits, straight posture, fingers on home keys, all fingers in use, eyes on the screen, and the use of keyboard covers lead to speed and accuracy.

Topics covered by all grades will include online safety, digital etiquette, cyber bullying, appropriate use, protecting your online reputation, social networking, plagiarism, copyright and fair use, how to conduct effective searches, how to evaluate sites for accuracy and bias, as well as computer and Internet History. Students will use communication and collaboration tools in class such as blogs, wikis, Edmodo, Google Apps for Schools and discussion boards. They will

create products using common productivity tools, Google Apps for Schools, the

Microsoft Office suite and other web-based applications.

Classroom Rules & Procedures are as follows:

- Be on time for class.

- Respect teachers & staff as well as all equipment, students, and their work.

- No food, gum, candy, or cell phones are allowed.

- If a visitor enters the room or if the teacher receives a call from the office, you should remain on task and quiet.

- We do not cheat, copy other people's work, or copy materials from the Internet unless you cite the sources. Otherwise, it is called plagiarism.

- Please adhere to the NYC DOE Acceptable Use Policy.

- Streaming music and viewing music videos are NOT allowed without teacher permission.

- Changing the computer settings is NOT allowed without teacher permission.

- Printing is only allowed with teacher permission.

Attendance Policy: Students are expected to show up for class on time every day. If you are tardy it is your responsibility to check in with me and present a late pass. If you are absent, you are expected to discuss with me how your grading will be modified.

Course Objectives:

Integrated with these concepts are the NYS Educational Technology Standards.

- Students will practice, track, & improve progress in keyboarding skills.

- Students will explain rules of online safety and netiquette, cyber bullying, plagiarism, copyright and fair use.

- Students will discuss social networking tools, including ways they can be used to enhance learning, productivity, and relationships, as well as ways they can be misused and the consequences of misuse.

- Students will manage and protect their digital reputation.

- Students will employ search terms to narrow down appropriate sites in research as well as evaluate those sites as a resource.

- Students will be able to properly cite sources in research and to create a bibliography.

- Students will collaborate and communicate using blogs, podcasts, video conferencing, Edmodo,

- Students will create original projects using common productivity software

Course Requirements

Assignment Submission: When you are at school you are to save your work into your Google Apps drive set up on the school network. You will be shown how to save to this drive. From then on it is your responsibility to save to your drive or

lose your work and face the consequences of turning in nothing. This class is primarily paperless and all assignments will be turned in online.

Grading: You should be able to track your progress and know your grade **at all times**. ALL ASSIGNMENTS MAY BE REDONE FOR A BETTER GRADE.

Evaluation will be based on the following:

Classwork 45%

Quizzes 20%

Projects 20%

Attendance 15%

Keyboarding is graded every Friday based on observation of your weekly keyboarding habits & data from Typing.com. Keyboard grading is based on: 65% on task, 10% good posture, straight back, wrists up, with right angle at elbows. 15% all ten fingers in use, fingers return to the home keys. 10% eyes on the screen more than on the keyboard

Monitored Online Communication: All communication must be positive and constructive. We are a community of learners and in this classroom, you should always act responsibly. Keep in mind I will see all class communications. Be professional. If you wouldn't say it in front of a teacher, do not say it in writing.

Do not use texting abbreviations in class discussions, blog posts, or assignments.