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Grade Level: 9,10,11,12  Credit: Occupational, or Elective .5  NCAA Approved

Time Requirements:
Students will be required to do 5 hours per week of class work, and to do 5.0 hours of homework per week. Students are required to contact the instructor prior to any absence in order to determine how the student will make up any missed assignments.

Course Description:
This course prepares individuals for electronic workplace communication technology using standard and customized software products. Students will learn about emerging technologies such as photo enhancement software, Web 2.0, beginning computer programming and game design, web design, and podcasting. This course is typically taken during the 9th grade year.

- Course content: student will demonstrate a basic understanding of the following:
  (Over a 9 week time period to earn a .5 credit.)

CTB101
Weeks:
1. Introduction to computer basics
2. iPads: How to use for productivity and organization
3. iPads: How to use for productivity and organization (continued)
4. Coding basics; StemFuse Game:IT
5. Coding basics; StemFuse Game:IT – (continued)
6. Coding basics; StemFuse Game:IT – (continued)
7. Microsoft Office basics; practice using Word, Excel, PowerPoint
8. Microsoft Office basics; practice using Word, Excel, PowerPoint (continued)
9. Microsoft Office basics; practice using Word, Excel, PowerPoint (continued)
10. Navigating in an online world – (integrated throughout 9 weeks)
11. Keyboarding – (integrated throughout 9 weeks)

This course meets Common Core State Standards for Literacy in (CCSS)/Grade Level Expectations (GLE) defined by the school district. This course meets the State and School District graduation requirements.

This course will assist all students in achieving the outcomes defined in the new standards, including: Higher-order critical thinking skills, Precision in reading and writing, Accurate analysis and evaluation, Problem-solving skills, Deeper conceptual understanding, Expanded academic vocabulary, Media literacy. For more detailed information on Common Core State Standards see the following link:
http://www.k12.wa.us/CoreStandards/ELAstandards/pubdocs/CCSSI_ELA_Standards.pdf#3

Grade Level Expectations (GLE)

- Refer to: K-10 Grade Level Expectations: A New Level of Specificity Washington State Academic Learning Requirements for Visual Arts or on line at http://www.k12.wa.us/Ealrs/default.aspx?ca=3 to identify corresponding GLEs.

Grade Level Expectations (GLEs) (These GLEs are connected to grading)

- 1. Integration: Students use technology within all content areas to collaborate, communicate, generate innovative ideas, investigate and solve problems.
- 2. Digital Citizenship: Students demonstrate a clear understanding of technology systems and operations and practice safe, legal and ethical behavior.
Materials (may include but are not limited to)
- Internet Sites, Lab experiences, Computer based learning models, Reading materials, Videos
- All materials will be provided by the instructor

Assessment (may include but not limited to)
- Oral/Written expression for mastery understanding of course concepts and demonstration of the application of course concepts.
- Performance based evaluations through labs and projects.
- Progress reports will be done monthly by the instructor.

Progress
- Student progress is monitored daily. Student monthly progress is at the discretion of the certificated teacher based on daily evaluations and the students’ ability to complete the required learning benchmarks for that month.
- If a student fails to make collective progress for all weeks, then monthly progress is unsatisfactory. Student monthly progress is specifically evaluated against progress benchmarks, which are clearly defined in the course for each month.
- In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates.
- These established progress benchmarks will allow teachers and students to assess the students’ educational progress in meeting the course learning standards.
- At a minimum, students must turn in 70% of assignment given per week to maintain a status of “making monthly progress,” but will need to complete all the instructor is asking for each week in order to complete the course on time.

Grading Scale: (Progress reports will be done monthly)
- A (90-100%) Student demonstrates exemplary abilities through scores earned; student showed outstanding mastery of expected skills.
- B (80-89%) Student demonstrates adequate abilities through scores learned on assessments; student shows adequate mastery of expected skills.
- C/P (70-79%) Student demonstrates average abilities through scores earned; students showed average mastery of expected skills.
- NC (69% or below) Student unable to demonstrate mastery of expected skills.

Relationships to other Content Areas
- Completion of this course will require the student to integrate: mathematical, logical linguistic, social, historical, societal, technological, and writing skills.

Class Expectations:
- No cell phones/headphones (headphones may be used at the teacher’s discretion)
- Students will be required to work in small groups
- Students will be to class on time

_________________________________________  ____________________________
Student Signature                        Date

_________________________________________  ____________________________
Parent Signature                         Date

_________________________________________  ____________________________
Teacher Signature                        Date