



## Technology Tools

Meridian Technical Charter High School

## Course Syllabus



2024-25

**T**echnology **T**ools is a course designed to integrate elements of technology, professionalism and academics. Participants will utilize different programs to complete project based assignments related to Science, Math and English. Participants will access information and assignments through the MTCHS online course delivery system (Moodle). Below you will find a general grade scale, course requirements, and unit objectives/competencies.

This course is integrated into the freshman Earth Science course and students receive dual credit for Tech Tools and Earth Science. Tech Tools credit is a required credit course which must be completed at MTCHS. Tech Tools is a required MTCHS course with a certification exam competency to be completed in the spring. Passing competency exam is required to earn Tech Tools credit.

### Grading

Course grade will be based upon total points earned. Students will be expected to demonstrate learned business-professional behavior. The standard MTCHS grade scale will be utilized.

Scale

A 90%-100%

B 80%-89%

C 70%-79%

NC 0%-69%

Grading Categories:	Professionalism	10%
	Projects	40%
	Participation	20%
	Skill Tests/Quizzes	30%

### Late Work Policy-May be adjusted due absences or extenuating circumstances.

Students may receive no more than **70%** for any late assignment. Any missing or late assignment may be submitted up to **two (2) school business days** after the assignment Due in PowerSchool. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email. Individual teacher will determine due date on make-up/redo assignment.

If a student receives below a 70% on an assignment that has been turned in on time, a student may redo that assignment for a grade up to 70%. Individual teacher will determine due date on make-up/redo assignment.

### Class Expectations

All MTCHS Handbook policies will be followed.

Calendar of assignments and due dates will be posted on the web and will be available through PowerSchools.

### NOTE:

All assignments/files are to be saved in student's MTCHS cloud account and turned in using Tech Tools Moodle. Tech Tools will be utilizing the **Microsoft Office Pro 365** suite for the activities, labs, and activities.

### Course Root Objectives and Competencies

- Create a standard business memo and press release
- Utilize proper formatting of documents; Headers/Footers, line spacing, and alignment
- Utilize tables, images and columns within documents
- Utilize research references and internal citations within documents
- Print multi-page double sided documents and publications
- Create a properly formatted lab report
- Create properly formatted electronic presentations
- Apply sounds, backgrounds, animations, and tables to electronic presentations
- Utilize continuous looping, handout slides, and slide transitions in electronic presentations
- Use proper presentation skills in group presentation
- Be able to format a spreadsheet
- Be able to modify spreadsheet data, cells, and structure
- Be able to sort data and manipulate data using formulas and functions
- Identify different types of information sources on the Internet
- Utilize online research tools and information
- Be able to search and utilize data on the Internet
- Create and manipulate Pivot Tables

