

**PARENTS/GUARDIANS:** Please review the course syllabus, complete/sign the last sheet and have your child return it to room 409 by Thursday, September 4<sup>th</sup>, 2025 for a homework grade. Students that do not return this will NOT be able to access the computers.

# PHILADELPHIA ACADEMY CHARTER HIGH SCHOOL

## 2025-2026 COURSE SYLLABUS & AGREEMENT

### TECHNOLOGY I



**Instructor:** Ms. Kathryn Asher  
**Room:** 409  
**Email:** [kasher@k12pacs.org](mailto:kasher@k12pacs.org)  
**Telephone:** 215-673-3990

#### **COURSE DESCRIPTION:**

This high school Computer Applications class in the state of Pennsylvania aims to provide students with foundational skills in technology and computer applications. It is designed to introduce topics including computer hardware and software, file management, email, the Internet, security and computer ethics. It presents basic use of computer applications such as word processing, spreadsheets and slideshows. The course highlights fundamental skills needed for students to succeed in the real world and gives the students a basic knowledge of information technology. The business savvy skills acquired can help lead to success at a great college or a fulfilling career. The students will also be introduced to college & career vocabulary and then research careers in technology and careers of their choice which they'll present their findings to the class. By gaining a better working knowledge of fundamental personal computer applications, students can improve their quality of life. Their newfound range of basic computer skills forms a solid basis on which to build more computer literacy. Students will be able to maintain and generate professional computer documents, spreadsheets, and slideshows. Students are also required to present projects throughout the school year as public speaking is a key component to the technology curriculum. Students will also provide and receive constructive feedback as students present their projects to the class using their technology vocabulary. Students will acquire practical skills that are applicable in both academic and professional settings.

#### **COURSE GOALS:**

1. Students master the fundamental concepts of technology.
2. Students gain self-confidence from knowing they can use a computer and today's most critical computer business software applications.
3. Students will become a more productive citizen in our technological society.
4. Students will be well rounded in all the areas of computer application technologies that will prepare them for a job or college.
5. Students learn the value of technical/business competency for entry-level success and for educational/career growth and development.
6. Students will learn how to become independent and resourceful by using the computer to solve problems.
7. Students will become more comfortable with public speaking and using their vocabulary during presentations.

#### **MATERIALS AND RESOURCES:**

- o iMac
- o Google Workspace (Drive, Docs, Sheets, Slides)
- o Online tutorials, instructional videos, and practical exercises

#### **CLASS FORMAT:**

Classes will involve a mix of hands-on activities, demonstrations, collaborative projects, and discussions. The use of technology tools will be integrated into the learning process, allowing students to apply their skills in practical scenarios.

## **COURSE OBJECTIVES:**

### **1. Computer Basics:**

- Develop a fundamental understanding of computer hardware, software, and operating systems
- Explore the basic functions of computers and peripheral devices
- Gain proficiency in essential computer skills, including file management and troubleshooting

### **2. Information Technology:**

- Understand the role of information technology in various industries
- Explore the principles of data storage, retrieval, and security
- Investigate emerging technologies and their impact on society

### **3. Careers in Technology:**

- Explore diverse careers in the technology field, including software development, IT support, and data analysis
- Learn about the educational requirements, skills, and job responsibilities associated with various technology careers
- Connect with professionals in the technology industry through guest speakers or virtual discussions

### **4. Careers, College & Career Vocabulary:**

- Build a vocabulary related to careers and college readiness
- Understand key terms and concepts related to the technology industry
- Practice effective communication skills in the context of career exploration and college preparation

### **5. Google Docs Word Processing:**

- Develop proficiency in using Google Docs for word processing tasks
- Learn formatting techniques, document organization, and collaboration features
- Apply these skills to create and edit documents for academic and professional purposes

### **6. Resume Writing:**

- Understand the essential components of a resume and cover letter
- Learn effective resume writing techniques, including formatting and content creation
- Create and refine a personal resume for future use

### **7. Google Sheets:**

- Gain proficiency in using Google Sheets for spreadsheet tasks
- Learn data entry, basic formulas, and data visualization techniques
- Apply spreadsheet skills to solve real-world problems and organize information

### **8. Google Slides:**

- Develop skills in creating visually engaging presentations using Google Slides
- Learn about slide design, multimedia integration, and effective communication techniques
- Apply presentation skills to deliver information in a clear and compelling manner

## **CLASSWORK / HOMEWORK POLICY:**

Philadelphia Academy believes that all students should strive for academic excellence! It is our expectation that every Philadelphia Academy student will complete and submit on time all assignments including homework. Assignments will be turned in either via email or Google Classroom by the time assigned. Students will have 10 points deducted for every day the assignment is late.

## **PRE-CLASS ASSIGNMENTS:**

Pre-class assignments will be posted daily. Students will be trained to immediately start the pre-class assignment and look at tv and/or Google Classroom for further assignment directions.

- Motivational Mondays
- Typing Tuesday
- Wordle Wednesdays
- Typing Thursdays
- FreeRice Fridays

## **ATTENDANCE:**

Regular attendance is required in this course and is considered in the grading process under classwork/participation. Students who miss classes must email me or report to me the day they return to school to schedule a time to make up assignments and tests. Students will not need to make up the work/test for the next day – but must see me about

scheduling to make up the assignments. Students must ask a classmate for the notes and check their email and Google Classroom for assignments. Excessive absences, lates, or leaving class early may result in a reduction of the student's grade or a failure for the course. You are young adults and need to learn the responsibilities of being accountable for all work. I will not chase after you. Communication is very important. If you are having personal or health problems you must tell me about it so I can understand what is going on.

If you know you will be out of school for several days I strongly suggest you email me at [kasher@k12pacs.org](mailto:kasher@k12pacs.org) to supply you with assignments so you do not fall too far behind.

### GOOGLE CLASSROOM:

Please join my Google Classroom for Tech 1. Below are the Class Codes:

- Period 2 – 24nonaml
- Period 3 – zt3yo3nz
- Period 4 – z3ac2doh
- Period 7 – mkohtxn4

### SUPPLIES:

***Due by Thursday, September 4<sup>th</sup> and will count as a 100 for a Homework grade***

- o 1 Box of unopened tissues
- o 1 Canister of bleach wipes

### ASSESSMENT METHODS:

- Classwork/Homework: Each week students are provided with hands-on or real life or business related application assignments that will be graded to review the concepts taught and retained. They will be practical exercises and assignments using Google Workspace applications. Class participation and engagement in discussions is also expected
- Projects & Presentations: Each quarter the students have an opportunity to complete at least 2 projects that will follow a rubric of requirements showing the students' knowledge and application of the software. The projects will take a number of days to complete the requirements on the rubric which will be provided at the beginning of each project.
- Tests: There will be tests at the completion of each application review where the students will be assessed on terminology, shortcuts, interfaces, and application of the tools
- Midterm/Final Exams: cumulative semester tests or projects. These count as 20% of the Semester Grade

### GRADING SETUP:

Grades will be based on a combination of assessments, participation, and successful completion of assignments following directions and/or rubrics. Students' grades will be weighed and broken down into the following categories:

Assignments	
1. Classwork/Participation/Homework	25%
2. Tests/Quiz	30%
3. Projects/Presentations	45%
<b>Average</b>	<b>100%</b>
<p>*The final grade will be calculated by averaging both semester grades. All assignments are considered equal with all being graded out of 100.</p> <p>Assignments will be posted to Google Classroom and Infinite Campus and graded within a week of its due date. If assignments are not turned in they will be flagged as Missing with an automatic zero. If assignments are turned in late they will be flagged as Late with 10 points deducted for each day late. Assignments that are over 10 days late are not acceptable.</p> <p><b><i>Failures are below a 65.</i></b></p>	

## EXTRA CREDIT:

Extra credit is offered to all students throughout the school year. It will not be offered to students on an individual basis. Each Monday students are to create a Motivational Monday poster to get the week started and post it on a Google Slide with the relevant date found on Google Classroom. On Wednesdays students receive an email with the Technology Wordle of the Day. The students are to solve the Wordle and document their results on a Wordle Wednesday Log posted on Google Classroom. At the end of each quarter the teacher reviews the Motivational Monday Slides and Wordle Wednesday Logs and issues 1 extra credit point for each completed assignment. If there are 10 weeks in a quarter the student could earn up to 20 extra credit points in the Project Category each quarter.

Note: This curriculum framework is designed to be flexible and adaptable based on the needs and pacing of the students and the specific requirements of the school. The teacher will continuously monitor student progress and adjust instruction accordingly to ensure the successful mastery of the course objectives.

## E-MAIL:

The students' naming system is **first name initial followed by last name** @students.k12pacs.org. (Some students will have different emails if there are students with the same name.) Student passwords will be the same as last year's passwords. If you cannot access your email try changing your password.

**Example:** John Deer's email is [jdeer@students.k12pacs.org](mailto:jdeer@students.k12pacs.org)

It's recommended you document your password in case you forget it. If you forget your password you must submit an [IT Help Desk Request](#) after signing in to a personal email. You may do this on your phone or use a computer in my classroom to submit the [IT Help Desk Request](#).

## IT HELP DESK ASSISTANCE:

Do not report directly to the IT Office without an appointment.

Please visit the [IT homepage](#) for all your technology needs including:

- Browse Our Library of Solutions
- Fill Out Helpdesk Request [Form](#) for Hardware/Software Issues on your Chromebook or Resetting/Obtaining Your Password for Gmail/Chromebook/Infinite Campus

## CLASSROOM RULES/EXPECTATIONS:

All rules of the school will be enforced in the computer labs. It is also very important that all students abide by the school's strict Acceptable Use Policy (AUP). Failure to comply with the school's rules for using the computer could possibly lead to serious consequences.

Below are some of the rules listed in the AUP that will be strictly enforced:

- **ABSOLUTELY NO FOOD, DRINK, OR GUM ALLOWED IN THIS CLASSROOM!**
- **NO** Miscellaneous objects, which includes cell phones, personal headphones, playing cards, rubix cubes, etc.
  - Cell phones will be placed in the cell phone caddy hanging on my wall when you arrive. You'll be able to retrieve them when you are dismissed from class....THIS IS A SCHOOL WIDE POLICY.
- **NO** downloading or uploading of programs, documents, or other items onto any of the school computers
- **NO** using a teacher's computer
- **NO** Google Chatting
- **NO** games (permitted sites for use in class when given permission: StudyIsland.com, Freerice.com, Typing.com, Sporcle, Wordle, etc.)
- **NO** Facebook, Pinterest, Proxy server websites, etc.
- Remain seated from when you arrive until you are dismissed (unless you are called to present).
- Sanitize your station at the end of each class. Bleach wipes are available to wipe the table tops, keyboards and mice. Special wipes are available for wiping the monitors.
- Keyboards and mice are wireless and will need to be charged when power runs low. The charging cord is **NOT** to be used to charge cell phones.
- Do **NOT** remove the cords, keyboards or mice from their locations.
- Be on time for class
- Pay attention and participate in class
- Follow written and verbal directions
- Submit assignments on time and as directed (via Google Classroom or email to [kasher@k12pacs.org](mailto:kasher@k12pacs.org))
- Check your email and Google Classroom regularly
- Email me if you will miss class for an appointment, sickness, or school activity
- Dedicate the Tech period to Tech assignments
- Ask questions if you do not understand
- Cheating and plagiarism will not be tolerated. You will receive a **zero** for the assessment, and your parent and administration will be notified immediately.
- Save to Google Drive and/or create a folder with your name on the desktop.
- Do **NOT** delete other student work or use it
- Notify the teacher and/or IT department if there is a problem with your Chromebook or email. Complete an [IT Helpdesk request](#)
- Log out of email and Google Chrome account when you are finished.
- Please push in the keyboard, mouse and chair in before you leave the computer lab
- Please be prepared for class with all materials. You will not be permitted to leave class to get materials or assignments.
- Please remember your passwords. Record your passwords and store them in a secure location.
- Do **NOT** go to the IT Department with problems unless you submit an IT Help Desk Request and they inform you to come to their office.
- Students cannot send files to printers.
- Do **NOT** be late for class. If students are late to class I require an email/phone call from the previous teacher. Late demerits will be issued.
- **TREAT ALL EQUIPMENT WITH RESPECT.** The use of brand-new, high-tech computers and equipment is a PRIVILEGE, not a right, and can be withdrawn at any time. Vandalism will NOT be tolerated.
- Be accountable for your actions, words, and work
- Use appropriate language
- Be open to learn and share your knowledge with others
- Be responsible / Be respectful / Be confident / Be ready to learn

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I, \_\_\_\_\_, and my parent/guardian understand and agree to the rules and expectations listed above. I am responsible for myself and will abide by the rules or be stuck with the consequences as listed in the course syllabus.

I know that all assignments are graded equally and I realize that I am responsible for completing them on a regular basis. I am aware that I am expected to abide by an honor code, respect the technology in the school, and that cheating is unacceptable and will not be tolerated.

Above all, I know that if I am having difficulty with any of the course material, I can contact Ms. Asher by talking to her before or after class or sending her an email.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Parent/Guardian Daytime Phone Number: \_\_\_\_\_ Parent/Guardian Email Address: \_\_\_\_\_

***Please complete this form and return it to Ms. Asher by Thursday, September 4th, 2025***

Please reference [Ms. Asher's Course Syllabus](#) online through the school's website at [www.philadelphiaacademy.org](http://www.philadelphiaacademy.org)