

# Makeup Packet Disclosure

## Computer Technology

INSTRUCTOR: Brian Grimshaw ([brian.grimshaw@jordan.k12.ut.us](mailto:brian.grimshaw@jordan.k12.ut.us))

CREDIT: .25 Computer Technology Credit

GRADING: This computer technology packet is **Pass/Fail** only; no letter grade will be earned. An overall score of 60% or greater is required for a passing grade.


OBJECTIVES: The objectives of this packet are congruent to ½ of the requirements for the original semester class as detailed by the Utah State Office of Education. The objectives for this packet are:

- Students will create spreadsheets and manipulate data. (0000-04)  
Each student will be able to perform the following tasks:
  - Create, retrieve, modify, format, save, and print a spreadsheet.
  - Copy, move, insert, and delete data.
  - Insert and delete columns and rows.
  - Calculate with formulas (+, -, \*, /) and simple functions (sum, average).
  - Sort data.
  - Create, save, retrieve, print and interpret a chart (graph).
- Students will access online information (0000-06)
  - Use Boolean operators to limit search results
  - Use exact phrase search
  - Download and use Internet resources
- Students will successfully use electronic mail (email) (0000-07)
  - Send, receive, reply, and forward email messages
  - Send, receive, and open email attachments
- Students will create an electronic presentation. (0000-08)  
The Presentation should include the following items:
  - A variety of slide layouts.
  - Transitions, automatic timing, and animation.
  - Graphics and text.
  - Proofread and correct all language mechanics errors and word usage) in the presentation.
- Students will use their document processing, spreadsheet, and/or electronic presentation skills to complete a cross-curricular project during the semester (or trimester, etc.,) in which they are enrolled in the Computer Technology course. (0000-09)
  - Students will use any or all of the following in a project to be presented to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, or electronic presentation.

**REQUIREMENTS:** In order to receive .25 Computer Tech credit, the following requirements must be met:

- Students must complete and turn in **ALL** assigned work (see assignments matrix)
- Students must pass the *Packet Final Exam*. It is the student's responsibility to make arrangements with the instructor for this exam. **Final exam must be taken in the Computer Technology Lab (Pod 1a) at Valley High School, proctored by the instructor.**
- Cheating, copying, Internet plagiarism, and/or any work not completed by the student themselves will not be accepted and **will result in automatic failure.**
- Students will have **8 weeks** from the time they receive this packet to complete the work. In extenuating circumstances, extra time can be arranged with the instructor.

I have read, and understand the disclosure statement for this Computer Technology ¼ credit packet.

Student \_\_\_\_\_ Instructor  Date: \_\_\_\_\_  
Packet is due within  
8 weeks of this date  
Estimated Due Date: \_\_\_\_\_