

# ADVANCED COMPUTER APPLICATIONS COURSE SYLLABUS

Coach Ragland – Lab A106

**Course Description:** Advanced Computer Applications is a one-year course that will provide students with more than just a basic understanding of computer applications. Students will have the opportunity to use the computer as a problem-solving tool in the areas of word processing, database management, spreadsheet, desktop publishing, presentation software, computer programming, animations and the integration of these. The class will also focus on using the Internet in meaningful class project. Students will use Windows XP, Microsoft Office 2003, PhotoStory, Picasa 3, Animoto, Alice 2.0 and Internet Explorer.

**Instructional Philosophy:** Students will be engaged in assignments/projects that will be challenging and thought provoking. These activities will require creativity, reasoning, logic, research, and organizational skills. Students will be expected to work independently, as well as, in teams to achieve the goals and objectives of this course. Class discussion and student involvement are essential for student success in this class, as well as, meeting the goals and objectives established for Computer Applications. In conclusion, students will be challenged intellectually to understand and apply what they have learned to everyday situations in the technological field.

## **Major Course Goals:**

Students will be able to successfully:

- 🔧 Use advanced features of word processing software
- 🔧 Use advanced features of spreadsheet software
- 🔧 Use advanced features of database management software
- 🔧 Use advanced features of desktop publishing software
- 🔧 Create basic computer programs
- 🔧 Create simple animations using computer programming software
- 🔧 Apply integration techniques
- 🔧 Apply creative graphic concepts using desktop publishing software
- 🔧 Use the Internet successfully

## **Major Course Objectives/Benchmarks by Quarter:**

### **1<sup>st</sup> Quarter**

Apply Input Methods

- 🔧 Speed/Accuracy
- 🔧 Proper Technique
- 🔧 Ergonomics

Execute Basic Computer Operations

- 🔧 File Management
- 🔧 Use Resources to Obtain Assistance

Use Word Processing Applications

- 🔧 Creating Newsletters, Documents with Watermarks, etc.
- 🔧 Formatting
- 🔧 Proofreading/Editing
- 🔧 Enhancing Documents

Use Internet Explorer

Use Spreadsheet Applications

- 🔧 Applying Advanced Functions to Spreadsheets
- 🔧 Interpreting Data
- 🔧 Graphs/Charts
- 🔧 Creating Templates
- 🔧 Working with Multiple Worksheets
- 🔧 Integrated with Word Processing

**\*1<sup>st</sup> Quarter Exam Date: TBA**

### **2<sup>nd</sup> Quarter**

Use Presentation Software

- 🔧 Enhancing Presentations
- 🔧 Modifying Sound and Animation
- 🔧 Principles of Delivering a Presentation

- Use of Desktop Publishing Software
  - ✎ Creating and Modifying Brochures
  - ✎ Creating and Modifying Newsletters
  - ✎ Enhancing Business Documents

**\*2<sup>nd</sup> Quarter Exam Date: TBA**

### **3<sup>rd</sup> Quarter**

- Use Database Management Applications
  - ✎ Enhancing Reports and Forms
  - ✎ Using Field, Hyperlinks, and Subforms
  - ✎ Working with PivotTables and Pivot Charts

Introduction to Computer Programming

- ✎ Understanding basic program languages
- ✎ Creating animations using programming languages
- ✎ Understanding complex animations using computer programming

**\*3<sup>rd</sup> Quarter Exam Date: TBA**

### **4<sup>th</sup> Quarter**

- Use Multimedia Software
  - ✎ Produce and Edit
  - ✎ Create multimedia projects
  - ✎ Enhance projects using multimedia tools

Create a Basic Web Page

**\*4<sup>th</sup> Quarter Exam Date: TBA**

**\*Exam Dates are subject to change based on student readiness and school calendar**

### **Major Course Projects and Instructional Activities:**

Projects and activities will include but are not limited to: Computer terminology, Chapter Exercises, Skills Reviews, Word Business Letter/ Mail Merge Project, Excel Banking Simulation, PowerPoint research project, quarterly technology article reviews, tests, and quizzes.

### **Recommended/Required Readings:**

- ✎ Friday Night Lights By: H. G. Bissinger
- ✎ The Celebrant By: Eric Rolfe Greenberg

absent to turn in any make up work. Late work will not be accepted.

- ✎ Students are expected to keep the classroom neat and clean; don't bring food or drinks into the classroom and clean up after yourself.
- ✎ Students are expected to respect those around them; don't be disrespectful to anyone.

### **Classroom Expectations:**

- ✎ Students are expected to arrive to class on time and prepared for class each day; bring all supplies needed to class.
- ✎ Students are expected to be actively involved in class whether it is participating in a discussion or an activity.
- ✎ Students are expected to come and see me if he/she is having difficulties with an assignment.
- ✎ Students are responsible for finding out what he/she missed during an absence. Students will have as many days as they were

**Homework Policy and Grading Scale:** Please refer to the Student Handbook for the Homework Policy. The grading scale is as follows:

A.....	100-95	C.....	76-73
A-.....	94-90	C- .....	72-70
B+.....	89-87	D+ .....	69-67

B.....	86-83	D.....	66-63
B-.....	82-80	D.....	62-60
C+.....	79-77	F.....	59-0

**Course Grade Percentages:** A student's grade will be determined using the following formulas.

**Progress Report Grades:**

Participation, Bell Ringers, and Journal Entries .....	10%
Classwork and Homework .....	50%
Simulations, Projects, and Groupwork .....	20%
Assessments and Exams .....	20%

**Quarter Grades:**

Progress Report Grades .....	80%
Quarter Final Exam .....	20%

**1<sup>st</sup> Semester Grade:**

1 <sup>st</sup> Quarter Grade .....	50%
2 <sup>nd</sup> Quarter Grade .....	50%

**2<sup>nd</sup> Semester Grade:**

3 <sup>rd</sup> Quarter Grade .....	50%
4 <sup>th</sup> Quarter Grade .....	50%

**Extra Help:** If you need extra help in this class, I am usually available before school 7:00 a.m. until 7:40 a.m. or when P.A.S.S. begins after school later in the quarter.

**Time and Place to be Reached by Parent:** My email address is: sragland@centralr3.org. You may also leave a message for me at school: 431-2616, Ext. 4164. I will return your call as soon as possible. My conference period is: 3<sup>rd</sup> Period (9:33 a.m. – 10:23 a.m.)