

COMPUTER APPLICATIONS COURSE SYLLABUS

Coach Ragland Lab A106

Course Description: Computer Applications is a one-year course that will provide students with the opportunity to use the computer as a problem-solving tool in the areas of word processing, database management, spreadsheets, desktop publishing, presentation software, and the integration of these. The class will also focus on using the Internet in meaningful class projects. Students will also cover basic programming software. 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 word processing software
- ✎ Use spreadsheet software
- ✎ Use database management software
- ✎ Use presentation software
- ✎ Use desktop publishing software
- ✎ Use a variety of multimedia software
- ✎ Apply integration techniques
- ✎ Apply creative graphic concepts using desktop publishing software
- ✎ Use the Internet

Major Course Objectives/Benchmarks by Quarter:

1st 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
- ✎ Formatting
- ✎ Proofreading/Editing
- ✎ Enhancing Documents

Use Internet Explorer

***1st Quarter Exam Date: TBA**

2nd Quarter

Use Presentation Software

- ✎ Produce and Edit Presentations
- ✎ Use Sound and Animation
- ✎ Apply Design and Layout Principles

Use Database Software

- ✎ Create
- ✎ Process Materials
- ✎ Generate and Format Reports

***2nd Quarter Exam Date: TBA**

3rd Quarter

Use Spreadsheet Applications

- ☞ Formatting
- ☞ Using Basic Formulas
- ☞ Interpreting Data
- ☞ Graphs/Charts
- ☞ Integrated with Word Processing

Banking Simulation

***3rd Quarter Exam Date:TBA**

4th Quarter

Use Desktop Publishing Software

- ☞ Produce and Edit documents
- ☞ Create flyers, calendars, business documents, etc.
- ☞ Understanding Design Principles for desktop publishing

Use Programming Software

- ☞ Basics of developing a program
- ☞ Basic program/animation creation

Create a Basic Web Page

***4th 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: Daily Journal Activities, 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
- ☞ Go Ask Alice By: Anonymous
- ☞ Wicked By: Gregory Maguire

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 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.

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%

1st Semester Grade:

1 st Quarter Grade	50%
2 nd Quarter Grade	50%

2nd Semester Grade:

3 rd Quarter Grade	50%
4 th 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: 3rd Period (9:33 a.m. – 10:23 a.m.)