Computer Aps 1: 2 hour block: 2018-19 Course Syllabus

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Teacher website: http://lhscad.weebly.com

Online access to all course info and resources: www.schoology.com & www.sam2010.course.com

Credits: 1 credit toward graduation for 90 min course

Course Objective:

Computer Applications I is designed to give students a hands-on experience with a variety of computer concepts including, but not limited to word processing, spreadsheets, graphics, and presentation software. Through the use of teacher demonstrations, collaborative instruction, critical thinking activities, and interdisciplinary and/or culminating projects, students will gain functional knowledge of computer use in society.

Student Expectations:

There is no charge or fee for this class or its projects. However, lost or damaged materials such as textbooks, parts, locks, classroom equipment, etc. will be paid for by the student responsible.

In order to receive course credit, you must earn a passing grade in the course. In order to continue in a course sequence, you must receive a passing grade or instructor permission.

The majority of the semester will be devoted to computer learning and hands on projects where students will demonstrate mastery through project completion and through computerized tutorials and testing. Students will be required to work independently and in small groups.

Students are also expected to prepare presentations in various formats each card marking period. Students will be expected to complete assignments regularly and submit them via the classroom network to be graded.

Textbooks will not be issued to students. Instead, the following combination of classroom textbooks and ebooks will be referenced as well as other online resources made available through www.schoology.com and http://sam.cengage.com

- Beskeen/Cram/Duffy/Friedrichsen/Reding. (2016). Microsoft® Office 2016—Illustrated Introductory,. Boston: Cengage Learning.

Tutorials: Online Tutorials are available http://sam.cengage.com

Online Help: All workstations are loaded with online help.

Course Topics by Marking Period (2 hour block):

Marking Period 1	Microsoft Word	Create Documents and Handouts
Marking Period 2	Microsoft Excel	Create Spreadsheets
Marking Period 3	Microsoft Powerpoint	Create Presentations

GRADING:

10%	Class Participation & Employability Skills	Showing up on time and prepared. Demonstrating good work ethic & behavior.
20%	Daily Work	Daily assignments in order to teach terminology, improve keyboarding and current events/issues.
30%	Quizzes & Exams	Assessment to demonstrate successful learning.
30%	Projects	Hands on Computer Lab Assignments
10%	Final exam	Cumulative assessment of 18 week semester.
100%		

CLASS PARTICIPATION POINTS: The expectation of every student is to do their best and participate in the activities as outlined in class. Grade deductions from the class participation & employability skills portion of the grade will be given for lack of participation. Classroom expectations apply.

HOMEWORK: Most students will not have homework in this course since adequate time will be given in class for all assignments. Homework is only given if a student does not complete each days class work, the student demonstrates the need for extra practice to improve skill, or if a student is absent. Students will have access to all assignments and resources on www.schoology.com

CLASSWORK: Because of software requirements, unless the student has same software at home, most labs and projects cannot be done outside of the school.

LATE WORK: Students with excused absences will be given and extension to their due date = to # of days excused. Late work is discounted 20% each day late. Work over 5 school days late will not be accepted.

LAB HOURS: The computer lab can be available after school Tuesday, Wednesdays and Thursdays by appointment to offer students the ability to make up work. The student must preschedule with the instructor. The media center also has all Microsoft Office software loaded. The media center is also available before and after school.