



Computer Aps 1: 2 hour block: 2021-22 Course Syllabus

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

Online access to all course info and resources: www.schoolology.com

Credits: 1 credit toward graduation for 90 min course

Course Objective:

Computer Applications I is designed to give students hands-on experience with a variety of computer concepts including, but not limited to word processing, spreadsheets, graphics, and presentation software using the Google Suite. 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, ebooks will be referenced as well as other online resources made available through www.schoolology.com.

Course Topics by Marking Period (2 hour block):

Marking Period 1	Gmail, Etiquette, Google Docs	Writing appropriate emails Create Documents and Handouts
Marking Period 2	Google Sheets	Create Spreadsheets
Marking Period 3	Google Slides	Create Presentations

GRADING:

25%	Daily Work	Daily assignments in order to teach terminology, improve keyboarding and current events/issues.
75%	Assessment: Quizzes, Exams & Projects	Assessment to demonstrate successful learning.

100%



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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.schoolology.com

LATE WORK: Students with excused absences will be given an 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.