

**Computer Applications
Course Syllabus**
Mrs. Fletcher – Room A212

Course Description: Computer Applications is a one-year introductory course that will provide students with the opportunity to use the computer as a problem-solving tool. This class provides an overview of microcomputer applications beginning with a brief introduction to computer concepts and Microsoft Windows XP. Students will learn to use the Microsoft Office 2003 suite including Word 2003, Excel 2003, Access 2003, and PowerPoint 2003. If time allows, students will learn basic Web page creation and integration of the Microsoft Office applications. The class will also focus on using the Internet in meaningful class projects. Computer Applications is a required course and there are no prerequisites.

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 field of technology.

Major Course Goals:

To teach the fundamentals of Microsoft Office 2003, Microsoft Windows XP, and browsing and searching the World Wide Web

To expose students to practical examples of the computer as a useful tool

To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use

To help students discover the underlying functionality of Office 2003 so they can become more productive

To improve reading, literacy, and numeracy, developing strategies and ideas to address literacy and numeracy issues improving the reading level of students

Major Course Objectives/Benchmarks by Quarter

First Quarter

Apply Input Methods

Speed/Accuracy

Proper Technique

Ergonomics

Execute Basic Computer Operations

File management

Use Resources to Obtain Help

Use Word Processing Applications

Creating

Formatting, Proofreading/Editing

Enhancing Documents

Use Internet Explorer

Second Quarter

Use Spreadsheet Applications

Formatting

Using Basic Formulas

Interpreting Data, Creating Graphs/Charts

Integrated with Word Processing

Third Quarter

Use Database Applications

Create and Edit Database

Process Materials

Generate and Format Reports

Use Presentation Software

Produce and Edit Presentations

Use Sound and Animation

Apply Design and Layout Principles

Fourth Quarter

Special Projects which might include

Creating a Basic Web Page

Basic HTML

Programming using "Alice" software

Creating PhotoStory presentations

Required/Recommended Readings:

In addition to readings in the text, *Microsoft Office 2003: Introductory Concepts and Techniques, School Edition*, students will be required to complete their 100-page-per-semester requirement by reading various books and/or articles relating to technology throughout the year. Each student should always bring outside reading material to class in case he/she finishes work before the end of class.

Recommended Authors:
Karen Kingsbury
Nicholas Sparks

Lillian Jackson Braun
Debbie Macomber

Major Course Projects and Instructional Activities:

Projects and activities will include but are not limited to Questions of the Day, computer terminology, Apply Your Knowledge activities, In the Lab activities, Cases and Places activities, technology article reviews, research projects, tests, and quizzes. Computer Applications is a “hands on” class where students will apply what they learn to many real world problems and situations.

Course Assessment Plan:

Classroom work/projects/tests will be worth 80% of a student’s quarter grade. A required comprehensive final exam will be given at the end of each quarter and is worth 20% of each quarter’s grade. Students are strongly encouraged to redo classroom work until they have mastered the objectives.

Final course grades for each semester will be based on the following: 1st quarter (40%), 2nd quarter (40%), and final exams (20%).

Classroom Expectations/Student Responsibility

Students should be in the classroom when the bell rings. Tardies will be given if this policy is not followed. Students will work on bell ringer activity as soon as the bell rings daily.

Students should bring required materials to class: Always have a pencil, pen, and paper.

Students should complete assignments correctly, accurately, and on time: It is your responsibility to find out what you miss when you are absent.

Comply with Network User Agreement: There will be no leniency afforded to anyone who violates any portion of the Central R-III Acceptable Use Policy.

Respect each other and the ideas of others. Don't belittle someone simply because you don't agree. Be polite.

Keep classroom neat and clean: Don't bring food or drinks into the classroom. Clean up after yourself.

Class Supplies:

Folder to keep in class

Pen or pencil and paper

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

95-100	A	80-82	B-	67-69	D+
90-94	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	0-59	F

Extra Help: If you need extra help in this class, I am usually available after school until 3:30 pm. You may also set up appointments with me for additional help. My PASS schedule will be announced at the appropriate times.

Time and Place to be Reached by Parent: My e-mail address is jfletcher@centralr3.org. My planning period is from 12:18 – 1:03 pm daily. You may also leave a message for me at 431-2616 ext. 4137 and I will return your call as soon as possible. My School Notes page can be accessed from the high school Web site at www.centralr3.org/chs/Teachers.html.