**Computer Applications**

**Course Description:**

Computer Applications is a foundational course intended to teach students the computing fundamentals and concepts involved in the use of common software applications. Upon completion of this course, students will gain basic proficiency in word processing, spreadsheets, databases, and presentations. In addition, students will have engaged in key critical thinking skills and will have practiced ethical and appropriate behavior required for the responsible use of technology.

**Instructional Policy:**

Students will be expected to meet the course goals listed below and be able to demonstrate required concepts. Students will have the opportunity to work in teams and independently on a wide variety of projects and activities. Assignments will require students to draw upon academic skills in mathematics, language arts, and technology as well as interpersonal skills.

Various delivery methods will be used. These include: lecture, demonstration, and PowerPoint presentations.

Student assessment will be based on participation, individual completion of projects, skill demonstrations, and tests of student knowledge of important concepts and skills. Attendance and punctuality will be a component of the student’s grade.

If necessary, students will be given more than one opportunity to complete assignments to meet course standards, provided good faith effort was exhibited the first time.

**Course Standards:**

* Communication Networks, the Internet, and Technology Operations
* Word processing and publishing
* Spreadsheet applications
* Database applications
* Presentation software
* Digital citizenship
* Electronic communication and collaboration

By completing this course, students will demonstrate the following transferable skills:

**Foundation Skills:**

Basic skills: Reading, Writing, Arithmetic/Mathematics, Listening, Speaking

Thinking skills: Decision-making, Problem Solving, Reasoning, Creative Thinking

Personal qualities: Responsibility, Self-Esteem, Self-Management, Integrity/Honesty

**Competencies:**

Resources: Time Money, Human Resources

Interpersonal: Teamwork, Service, Leadership, Work with Diversity

Information: Acquires and evaluates information, Uses Computers to process information

**Major Course Projects:**

* Presentation of career research
* Presentation of emerging technology

Projects: Group projects are designed to allow each student to develop their teamwork, leadership, and communication skills. Students will use resources such as computer technology, technical manuals, journals, and community resources when available.

**Assessment:**

Student evaluation will be based on:

* Attendance: **It is the student’s responsibility to see me when they return from an absence.** I am available before school on most days and during flex time for make -up work, tutoring, etc. If your student is absent on the day of a test or quiz, they should expect to take it the day they return unless they were absent prior to the test when instruction was given. If they were absent prior to the test or quiz and missed some of the instruction, a time/date will be planned to make it up.
* I keep PowerSchool updated almost daily, Students are expected to check PowerSchool as I will post notes specific to missed/late assignments.
* Punctuality: please see the student handbook regarding the tardy policy.
* Participation in class activities
* Completion of required assignments/projects according to the assessment rubric:

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| **Assessment** | **Description** | **Percentage**  |
| Daily assignments | Daily assignment include, but are not limited to, lecture/notes, completing a journal, guest speaker evaluations, computer activities, class presentations, etc.  | 30% 1st 9 weeks/20% 2nd 9 weeks  |
| Projects | Completion of individual and group projects such as oral presentations, displays, etc. | 30% 1st 9 weeks/25% 2nd 9 weeks  |
| Unit Tests | Expect them after each unit | 30%- 1st 9 weeks/20% 2nd 9 weeks  |
| Quizzes | May be announced or not | 10% - both terms |
| Final Exam | Comprehensive final exam | 25% of 2nd 9 weeks only |

**Contact Information:**

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