

Huntland Schools

Course Syllabus – Computer Applications

Course Information

Credit: 1

School Year: 2021-2022

Class Location: Room 17

Teacher Information

Name: Ms. Janet Colburn

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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. Upon completion of this course and Advanced Computer Applications, proficient students will be fluent in a variety of information management software applications and will be prepared to sit for the Microsoft Office Specialist (MOS).

Fees: Computer Applications has a \$10.00 fee. This fee will help pay for all computer/printing supplies and project supplies needed to complete this course.

Supplies Needed: USB Drive is a REQUIREMENT for this class. Pencils and/or pen, notebook or binder.

Text: Microsoft Office 2019 – Introductory

Grading Policy:

Students will be assessed using the following: Daily Work*Labs/Projects*Standard Tests*Quizzes*Participation

Make-Up Work Policy/Late Work Policy:

Students are responsible for making up work missed from any excused absences within three days of returning to school. Work not turned in within the three day timeframe will result in a grade of zero.

Class Requirements:

If you are absent, it is YOUR responsibility to make up the assignments and/or tests when you return. If you do not make up your missing assignments within the three day timeframe, your grade will be a zero. It is YOUR responsibility to come before or after school to catch up on missed work from your absences. I may not be able to re-teach the lesson during class time. You can check Planbook weekly on my website for assignments.

Grading Scale:

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

Classroom Expectations:

1. Arrive to class on time, work is expected from bell to bell.
2. Be prepared. Cell phones **MUST** be off and put in pocket holder immediately when entering the classroom.
3. Respect your classmates and teacher.
4. Inappropriate language will not be permitted.
5. No personal grooming in class (Be mindful of strong cologne/perfume).
6. No eating, drinking, cell phones, or other electronic devices permitted in the classroom.
7. Follow county Internet policy – no changing of any kind to computers.
8. At the end of class, you **MUST** log off all programs and computers.

Consequences/Discipline:

1. Coming into class after the bell has rung will result in an unexcused tardy. One tardy in a semester will result in a warning. For every other unexcused tardy, the student will need to present a tardy slip from the attendance office. The fifth tardy to class will result in Saturday School assignment.
2. Instances of disrespect or general misbehavior will result in one or several of the following actions:
 - Verbal Warning
 - Private conference between you and the teacher
 - New seating assignment
 - Parent conference
 - Refer to administration

Plagiarism, Cheating, and Academic Integrity:

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the **giving or receiving of help** on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.

Methodology:

A combination of lecture, class discussion, presentations, videos, cooperative learning, projects and problem-based learning will be used in this course. Grades will be determined by the satisfactory and timely completion of assignments. Below is an overview of topics/units and major assessments for this course. **Please note dates/timeframes are subject to change and are only an estimate.**

Unit/Topic	Course Activities	Assessments/ Assignments	Timeframe
Safety/FBLA	Individual/Small Group Activities	Quiz/Project	Week 1
Introduction to Technology Computers/Mobile Devices	Individual/Small Group Activities	Quiz/Test, Project	Week 2
Communications and Networks	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Week 3
Microsoft Office 2013 and Windows	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 4
Microsoft Word Creating, Formatting, Editing a Word document	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 5
Word Chapter 2 Creating a Research Paper with References/Sources	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 6
Word Chapter 3 Creating a Business Letter with a Letterhead/Table	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Week 7
Creating letters and memos Century 21 book	Individual Work	Quiz/Test, Working Papers, Lab Assignments	Weeks 8 & 9
Microsoft PowerPoint Creating and Editing a Presentation	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 10
Chapter 2 Enhancing a Presentation with pictures/shapes	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 11
Chapter 3 Reusing a Presentation and Adding Media/Animation	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 12 & 13
Presentations Lab Activities	Individual Activities, Small Groups	Quiz/Test, Working Papers, Lab Assignments	Week 14
Presentation Projects	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 15 & 16
Review for Midterm Exam	Individual Activities	Quiz/Test, Classwork, Project	Week 17
Midterm Exam	Individual	Midterm Exam	Week 18
Microsoft Excel Creating a Worksheet and Chart	Individual Activities	Quiz/Test, Lab Assignments	Week 19

Chapter 2 Formulas, Functions	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 20
Chapter 3 Working with Large Worksheets/What-If	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 21 & 22
Microsoft Access Databases An Introduction	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 23
Chapter 2 Querying Databases	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Weeks 24 & 25
Chapter 3 Maintaining a Database	Individual Activities	Quiz/Test, Working Papers, Lab Assignments	Week 26
Capstone Project	Individual Project	Lab Assignments	Capstone Project – end of year

Computer Applications

General Information:

If you are having trouble with this class, come to me immediately and I can work with you. If you wait until the end of the marking period, it will be TOO LATE.

Please check and sign below:

_____ I have read the information and I fully understand what I'm expected to do in class.

Student Signature:

Print Student Signature:

Parent/Guardian Signature:
