Computer Applications 1 Syllabus

Mrs. Goyette

dgoyette@forsyth.k12.mt.us 346-2796 x5306

Open to Grades 9-12

Credit:	One	Type:	(Required)
Length:	One Year	Prerequisites:	None

General Information

Course Description

This is an introductory course designed to introduce students to a variety of programs, computer safety, and a brief overview of computer development history and components.

Course Expectations

By the end of the course, students will:

General Computer Applications:

1. Identify the major types of application software and explain their purpose or use
2. Select appropriate application software for specific tasks
3. Describe emerging application software
4. Identify, select, and apply the features of software products, such as galleries, templates, and macros
5. Import and export text, data, and images between software programs

Spreadsheets

1. Explain the purposes, functions, and common features of spreadsheet software
2. Define common spreadsheet terms
3. Use spreadsheet software to complete common file management techniques such as saving, retrieving, printing, and merging documents
4. Enter, edit, and copy text, formulas and values
5. Apply formatting functions such as fonts, styles, size, column width and row height
6. Change numeric formats for data
7. Create and format graphs from worksheet data
8. Navigate the worksheet by using the mouse or by using a variety of keystrokes
9. Use spell checking and the help menu
10. Use functions such as sum, max, min, count, if, round and average to create appropriate formulas

Presentations

1. Define common presentation software terms
2. Create slide shows using presentation software
3. Set up and apply type styles, paragraph formats and tabs/indents to a variety of presentations
4. Utilize creative techniques to design presentations

5. Demonstrate knowledge of the principles of slide design and layout
6. Design, create, import data/graphics/scanned images, format, and produce a variety of slide shows using presentation software
7. Integrate scanned images, sound and/or video clips, text and other data into slide shows
8. Create and apply custom colors

Desktop Publishing

1. Explain the purposes, functions, and common features of desktop publishing software
2. Define common desktop publishing terms
3. Explore some of the differences between word processing and desktop publishing
4. Demonstrate knowledge of the principles of graphic design and layout
5. Utilize creative techniques to design simple publications
6. Use desktop publishing software to design, create, and format a variety of publications that are distribution-ready
7. Demonstrate knowledge of desktop publishing templates
8. Create and apply custom colors
9. Integrate text and graphic files into documents

Graphics Creation and Editing

1. Explain the purposes, functions, and common features of photo editing software
2. Define common photo editing terms
3. Utilize creative techniques to design simple 2D and 3D graphics
4. Use photo editing software to design, create, and format a variety of documents
5. Integrate graphic files into documents

Computer Programming

1. Learn about the process of writing and debugging a program using an education programming language.
2. Use the "Hour of Code," block programming applications experience to learn basic programming skills
3. Use online programming sites to enhance basic programming sites

Course Materials:

No textbook

Online and supplemental materials are used.

ModelMetricks Basics Series: 4 Book Set, ModelMetricks Intermediate Series: 4 Book Set, ModelMetricks Advanced Series: 4 Book Set Author: Bonnie Roskes

Grading Plan:

Grades are based on a percent system. All assignments are assessed using a 100 point value and grades are entered as percentages. Grades are determined by daily assignments, projects, and on task behavior. Late assignments are accepted but can earn no higher than a 65%.

Class Rules:

1. Be seated.
2. Be silent.
3. Login and begin working immediately on current assignment.
4. Continue working until given permission to log off computer.
5. Save work in network folder.
6. When ready to hand in the assignment, save it to the “COMP. ASSIGNMENTS” folder.
7. Do not roll around in your chair.
8. Do not line up at the door.
9. Show respect and consideration for peers, teacher, equipment and materials.
10. Bring a pencil to class every day.
11. Stay within your assigned work area and keep talking to a minimum.
12. Hand in assignments on time. Late assignments receive a maximum grade of 65%. Most assignments are handed in by saving them to the “computer assignments” folder in your class folder or receiving a teacher signature on a sign-off sheet.
13. Keep your work area and the room in order.
14. Report all equipment malfunctions or furniture abuses as soon as they are noticed.
15. Always use correct typing techniques.
16. Do not touch items on the teacher's desk.
17. Follow the District computer network policy as outlined in the student handbook.
18. Save materials in your network folder and log off at the end of the class period.
19. Mistreating equipment will result in your being removed from the machine and receiving a zero on assignments completed during that class period.
20. Refusing to follow directions will be result in your being removed from the computer and receiving a zero on assignments completed during that class period.
21. Keep passwords private. Your password protects items in your network folder.
22. Students who lose network privileges will be provided with a computer book and assignments.