

# Computer Applications

## Course Syllabus



### Supervising Teacher

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### Course Description:

Prerequisite: Keyboarding Applications (passed w/C or better)

This is a one-semester course which will be offered Fall and Spring Semesters. Students will learn to use the most popular application software on the market today including spreadsheet, database, and presentation software as well as others. They will also learn the MS Windows operating system. Students will learn to use and apply the software applications to personal, educational, and business situations. They will also create a personal multimedia portfolio. Students will also become familiar with common computer concepts.

### Recommended Textbook Options:

1) Top Pick = 1) *A Guide to Microsoft Office 2003, Brown, et.all, Lawrenceville Press*

*-This book covers the application portion of the class.*

2) *Computer Concepts, Essential Intro to Computers, Cengage Learning*

*-This book covers the concept portion of the class*

***--both books are necessary to meet all standards of the course.***

### Required Software, etc:

1) *Students need access to the Microsoft Office software suite including Word, Excel, Access and PowerPoint. Open Office software (free online download) can be used, but curriculum for this software is unavailable, so will have to adapt MS Office curriculum.*

2) *Students need a specified location for saving their work such as a specified folder on the computer, a memory key, or other storage device where work can be safely stored.*

### End of Course Assessment Options:

#### *Option 1: End of Course Final Exam*

The final exam for this course will:

- Be proctored at an agreed upon educational location by a contact teacher or other IDEA certified staff.
- Include a closed books/notes objective portion made up of true/false, multiple choice, and short-answer type of questions. This portion is approximately 25% of the final exam grade.

- Include an open book/note timed production portion in which the students display their ability to utilize the software applications learned in the class.
- A more specific study guide will be provided to all students in the class before the final exam is to take place.

For students who choose Option 1, you will want to look at the assignments listed under Option 2 and complete some or all of them in approximately the same time frame as enrichment activities and possible portfolio entries for this class.

### ***Option 2: Graded Anchor Assignments***

The student will complete four anchor assignments to be submitted and graded by the supervising teacher. More specific guidelines and grading rubrics will be provided for each anchor assignment after students are registered for the course.

These anchor assignments include:

- 1) Proposal to a business on a computer workstation to purchase including PowerPoint presentation and typed proposal.
- 2) Properly formatted spreadsheet to solve a business problem.
- 3) Database to solve a business situation.
- 4) An integrated business project for which the student utilizes and integrates all programs of the MS Office package to complete a business simulation which simulates real-life activities that would occur in a particular business.

### **Course Evaluation:**

*60% of the grade for this course will be based on daily work/assignments and be determined by the parent educator and contact teacher.*

*The remaining 40% will be determined from the anchor assignments or final exam which will be graded by the supervising teacher.*

*The supervising teacher will provide the parent educator with tools helpful for determining the 60% home portion of the grade if desired*

### **Pacing Guide**

1 <sup>st</sup> month (4-5 weeks)	Study computer concepts such as terminology and their application. Learn PowerPoint. Utilize PowerPoint to create presentations involving concepts learned.
2 <sup>nd</sup> month (4-5 weeks)	Learn spreadsheet application program. Students should learn the qualities of a good spreadsheet, spreadsheet formulas, formatting features, sorting & organizing features, and charts/graphs. Students should also learn to design a spreadsheet from scratch and use spreadsheets to solve proposed problems.

3 <sup>rd</sup> month (4-5 weeks)	Learn database application program.
4 <sup>th</sup> month (4-5 weeks)	Do real-life simulation activities in which student is asked to complete jobs an employee may be asked to complete for a business.

In order to fulfill this pacing requirement, the recommended curriculum has been broken down by chapter. Covering the chapters in the order listed will insure that all topics on the final exam will be covered during the appropriate semester.

### *Computer Concepts, Essential Intro to Computers*

Month 1	Finish the entire booklet the first month.
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### *A Guide to MS Office*

Month 1	Chapters 14-15. I would have students move through this pretty quickly—a couple of days. Do 2-3 Exercises at end of Chapter 15. Don't do any Exercises at end of Chapter 14. The emphasis of learning PowerPoint is to utilize it for real-life situations. Students pick up on this program quickly. Do this after finishing the Computer Concepts booklet.
Month 2	Chapters 7-10. Make sure to do review questions at the end of each chapter. Orally would be an excellent way to do this. Then, choose 2-3 Exercises to have student complete.
Month 3	Chapters 11-13. Make sure to do review questions at the end of each chapter. Orally would be an excellent way to do this. Then, choose 2-3 Exercises to have student complete.
Month 4	Work on integrating all Office applications learned in real-life simulations. Simulations can be provided by supervising teacher or developed independently.

#### **I-DEA Student Honor Code:**

With any form of valid proof of dishonesty with regard to student work or testing, the instructor may elect from a range of actions. Academic dishonesty could lead to a zero grade for the assignment or even failure for the entire course following consultation between the instructor, Secondary Supervisor, and Director.

All students must adhere to the **Honor Code:**

*“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”*