

Computer Applications Spearfish High School



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Room: 133
Grade Level: 9-12
Prerequisites: none
Credit(s): ½ Computer Credit
Standards: <http://doe.sd.gov/octe/bused/Curric/informationcomputer.pdf>

Course/Program Description

This is an introductory course that forms the foundation for the successful integration of technology into all High School subject areas and course offerings. The main purpose of this class is to focus on the Microsoft Office Suite: Word, Excel, PowerPoint, and Access. This course is designed to prepare students for a future in education and their careers, as each will require literacy in technology. The skill set students will build in this class will not only serve them in working with present day technology, but will also allow them to maintain a working knowledge of a field that is constantly changing.

Materials/Textbook Information

The material for the course is primarily derived from *Learning Microsoft Office 365, Level 1, 2019 Edition* by J. Nielsen, S. Weixel, and F. Wempen. Additional material such as instructional videos and multimedia files will be used as necessary. There are no student textbooks for this course. All content will be provided to students through Moodle.

Students will need to bring:

- Student computer provided by the School District
- Charging cord for student computer
- Corded earbuds or headphones that are compatible with the school laptop

Optional items:

- Computer mouse

Course Requirements/Objectives

- a. Students will acquire digital literacy skills they need for high school, college, and the 21st century workforce.
- b. Students will understand, practice and apply online safety and responsible digital citizenship.
- c. Students develop the technology skills and the ability to select the right tool for the context, task, and audience.
- d. Students will locate, and access information, evaluate information critically and competently, and use information effectively and ethically.
- e. Students will access, analyze, evaluate, and create media in various forms.
- f. Students will conduct early college and career exploration research.
- g. Meet the NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS for students, which include:

1. Creativity and Innovation- Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration- Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, & publish with peers, experts, others employing a variety of digital environments & media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency- Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, & ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making- Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship- Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

Student Resources

Students will use their network log-in to access course content through Moodle. A join code specific to each section will be provided on the first day of class. Course content can be accessed from a home network, as well as our school network. Assignments will be submitted through Moodle.

Class Procedures and Rules

1. Students will come to class prepared with their school laptop, charger, and headphones. If an assignment requires additional materials, those will be provided.
2. No food or drinks other than water in resealable containers will be allowed in the classroom.
3. Cell phones will be put on silent and placed in each student's assigned numbered pocket by the start of class. Students may retrieve their phones after the instructor has given permission at the end of class.
4. No earbuds, AirPods, etc. will be permitted during the instructional portion of the class. Students *may* be able to listen to music during independent work time provided this does not involve cell phones. The instructor will advise when this is allowed, and students use their computers to listen to music. This is explicitly not permitted during instruction or while students are taking assessments.
5. There will be no individualized extra credit. If any extra credit points are awarded to students, it will be for every student. It is in the best interest of every student to complete and submit all assignments.
6. Assignments are due as assigned. Late work, including work forgotten at home, left in the car, etc. will be docked points. The amount of points deducted depends on the specific assignment, how much class time was given to work, and other considerations.

7. Treat your teacher and others as you wish to be treated. Rudeness towards others will not be tolerated. Students who are unable to demonstrate an appropriate level of respect for others will be removed from the classroom for the day, resulting in a zero for that day's assignment.
8. Students will follow the handbook regarding make-up work, the grading policy, and classroom behavior.

Laptop and Internet Procedures

Students will follow the SHS Laptop and Internet guidelines. Students will refrain from working on other classwork, playing games, surfing the Internet, etc. during class time unless assignments(s) for this class have been completed AND there are no other activities to complete, such as reviews, study guides, etc.

Homework Procedures

Homework is due as assigned. Late work will be docked points. Any work two weeks past the due date will not be accepted unless there are extenuating circumstances.

- If a student is absent the day an assignment is due, it is expected to be completed and submitted on the day of his/her return to class.
- If a student is absent the day an assignment is given, he/she has the time allotted by school policy (the student is allowed (2) school calendar days for make-up work for each excused absence) to get the assignment completed and submitted.

Assessment Plan

Students will be evaluated based on daily assignments, in-class activities, and quizzes/tests. Letter grades for the course are determined by the SHS Unweighted Grading Scale:

Percent	Grade	GPA (unweighted)
95-100	A	4
90-94	A-	3.667
85-89	B+	3.33
80-84	B	3
75-79	C+	2.5
70-74	C	2
65-69	D+	1.5
60-64	D	1
0-59	F	0

Daily assignments, class activities, unit tests, and an end-of-course assessment (semester test) will determine each student's grade. Daily work and in-class activities will constitute 60% of a student's grade, and 30% will come from assessments. The Semester test will account for 10% of the overall Semester grade. In-progress Semester grades will be posted as Midterm and Quarter grades.

Student scores on individual assignments, quizzes and tests will not be rounded. Semester grades will be rounded up to the nearest whole number. Grades will not be rounded down. For example:

Daily assignments, Quizzes and Tests		Cumulative Semester Grade	
Student score	Grade entered	Student Score	Rounded Grade
78	78	93.49	93.49
83.52	83.52	79.7	80
96.447	96.447	85.53	86

Make-up Work

Students who miss a quiz or test need to make arrangements to complete the missed assessment during Spartan Time, before school, or after school. Please make arrangements with your instructor in advance.

General Information

Absences: In accordance with school policy, the student is allowed (2) school calendar days for make-up work for each excused absence. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, the school work that will be missed. This policy will also be adhered to regarding absences due to participating in sporting events or other extra-curricular activities that require a student to miss class.

If a student is absent the day an assignment is due, it is expected to be completed and submitted on the day of his/her return to class. If a student is absent when an assignment is given, he/she has the time allotted by the school policy (the student is allowed (2) school calendar days for make-up work for each excused absence) to get the assignment completed and submitted.

Extra Help: Students may seek extra help during Spartan Time, before school, or after school. Instructor availability before or after school varies according to other commitments, such as coaching. Please make sure to contact your instructor in advance to make arrangements for extra help during these times. Students may also receive assistance via Groupwise email.