

Computer Applications Basic Syllabus 2016-2017

INSTRUCTOR	Don Aldrich	Days/Period:	2:35 – 3:15 Mon - Fri
PREREQUISITE	none	Duration:	Semester 1 and 2
TEXTBOOK	Digitools Southwestern/Cengage Learning copyright 2012		
CONTACT INFO.	Schedule for office and classroom: 7:30 – 4:30 Mon –Thur. 7:30 – 3:00 Fri. or by appointment, Instructor: Don Aldrich Telephone: (269) 339 – 3362(H) Please do not call my home after 10:00 p.m. 269-965-1278 Ext 1029 Classroom, daldrich@battlecreekacademy.com		

PURPOSE OF COURSE: To teach of Jesus through proper use of technology and its tools. To prepare students for the use of the skills learned throughout this class.

CONTENT DESCRIPTION: This course is designed to develop a students' ability to solve real-world problems using a suite of common productivity software (Microsoft Suite). Topics covered are word processing and spreadsheet design, presentations and publishing design.

REQUIRED TOOLS FOR SUCCESS: Text (provided in class), thumb drive (1 gig. Minimum), positive attitude to enhance learning and skillset.

EXPECTATIONS OF STUDENTS: {rules/procedures for students}

1. Be on-time for class: Attendance is of the utmost importance. If you are not in the classroom then there is no learning. You are expected to be in your seat with materials ready when the bell rings.
2. Return Assignments Timely: Homework, in-class assignments, projects, or any other means of you communicating your understanding of the topic is expected to be turned in at the specified time. Allowance for late work is at the discretion of the instructor. Be prudent in managing and organizing your time.
3. Attempt All Assignments: Your input to each area of discovery and study is of vital importance. **ALWAYS** try to accomplish something towards the final objective. This will enhance your experience and give life-long skills.
4. Complete All Assignments: Completeness gives a sense of well-being and accomplishment. Do **YOUR BEST** in all. Try **EVERYTHING**. Understanding takes time, effort, and willingness. Your best and complete attempt will make an impact on the outcome. **NEVER** give up!! If at any time you have questions and you have exhausted all possibilities of answering, feel free to come by my office during the hours listed or send an e-mail. We will find a way to gain understanding. This is a cooperative venture and the end result is up to you.

COURSE FOCUS

COMP 1 Identify SDA Christian principles and values in correlation with computer technology.

COMP 1.1 Recognize God's purpose in the dynamics of computer technology.

COMP.1.2 Explore God's role in the social, economic, and spiritual areas of a technological society.

COMP.1.3 Apply biblical principles of SDA Christian morality, integrity, and ethical behavior to all aspects of life.

COMP.1.4 Develop an SDA Christian approach toward technological issues.

COURSE ABILITIES

COMP.2 Develop abilities in computer technology.

COMP.2.1 Develop critical and creative thinking skills (research, analysis, evaluation).

COMP.2.2 Utilize cooperative learning (project-based activities).

COMP.2.3 Practice self-management skills (individual responsibility, self-worth, sociability, etc.).

COMP.2.4 Develop effective communication skills (speaking, writing, listening, using technology, etc.).

COMP.2.5 Learn and utilize discernment skills (personal, recreational, time management, etc.).

COMP.3 Be able to apply ethically the knowledge and skills of computer technology.

COMP.3.1 Read, research, analyze, write, and present using technological resources.

COMP.3.2 Identify concepts, capabilities, and limitations of technology.

COMP.3.3 Demonstrate ability to apply technological concepts with integrity.

COMP.3.4 Assess personal applications and potential career opportunities.

COMP.3.5 Evaluate and apply media discernment skills (websites, games, music, etc.).

COURSE CONTENT

COMP.4 Be able to understand history, common terms, and concepts and to utilize technological reasoning.

COMP.4.1 Recognize the historical influence of technological ideas.

COMP.4.2 Identify key terms (gigabyte, RAM, CPU, ROM, monitor, etc.).

COMP.4.3 Demonstrate understanding of basic concepts (trouble-shooting, file manipulation, virus protection, etc.).

COMP.4.4 Compare and contrast different operating systems.

COMP.4.5 Transfer current knowledge to the learning of new technologies.

COMP.5 Be able to manipulate data using appropriate software applications and technologies.

COMP.5.1 Select, validate, and effectively utilize appropriate technologies for the completion of specific tasks (email, FTP, Listserv, etc.).

COMP.5.2 Use a variety of equipment and software to enter, process, display, and communicate information (word processing, spreadsheets, databases, presentations).

COMP.5.3 Retrieve information from electronic research tools (CDs, DVDs, Internet, etc.).

COMP.6 Be able to communicate and work collaboratively utilizing computer technology.

COMP.6.1 Communicate ideas effectively to diverse audiences (presentations, letters, spreadsheets, etc.).

COMP.6.2 Interact, collaborate, and publish with a variety of audiences (peers, experts, others).

COMP.6.3 Develop cultural understanding and global awareness by engaging with learners of other cultures.

COMP.6.4 Communicate information logically using acceptable language arts skills.

COMP.7 Be able to practice legal and ethical behavior in relation to technology.

COMP.7.1 Understand and practice safe, legal, and responsible use of information and technology.

COMP.7.2 Demonstrate understanding of and compliance with the school's acceptable use policy.

COMP.7.3 Comply with legal and SDA biblically-based ethical guidelines (privacy, plagiarism, piracy, spam, hacking, file sharing, etc.).

ASSESSMENT AND GRADING

EACH NINE WEEKS:	45%	Points accrued divided by Points Possible
SEMESTER EXAM:	10%	Adjusted to each Nine week grading period
GRADING SCALE:	As outlined in the Handbook	

Please note there is not a breakdown for quizzes, tests, homework, in-class work, projects or any other means of producing understanding. I believe that everything we do for this class has an impact on your understanding. Therefore, everything has the same level of importance.

SEQUENCE FOR THE YEAR

IMPORTANT: The textbook is a resource; it does not determine the content of the course though it may influence the sequence of the topics.

QUARTER 1 OUTLINE

An introduction to computers, their history, uses, components, licensing, legal issues, and proper care are covered. Keyboarding which includes hand placement and fingering, and keypad use. Introduction to Microsoft Word, creating, sharing, and saving files as well as some browsing are covered.

QUARTER 2 OUTLINE

Continuation (hopefully completion) of Word component and moving into Microsoft Excel. Utilizing skills learned the student will be introduced to the useful applications of these Microsoft Suite components and how to integrate them. As time permits we will cover the component on PowerPoint and the integration of these three.

QUARTER 3 OUTLINE

Utilizing the previous semester skills the student will move into Desk top publishing. The student will be introduced to digital imaging skills and the input of these into other applications. We will continue with formatting skills as they apply towards all components of the Microsoft Office Suite. Online tools will be introduced and utilized in the presentations of each student.

QUARTER 4 OUTLINE

Drawing, sketching, and note taking skills are presented to enhance their output. A teamwork strategy is covered along with digitization of applications. A résumé component is introduced to build interview skills and proper production of personal output.

This is a tentative syllabus and is subject to change as the progress of the student allows or as time permits. Thank you for your understanding.