

Computer Applications

Course Description

This is a full year computer applications course that is organized into four, one-quarter sections. The course begins with effective typing technique and the fundamentals of Microsoft Word and Google Docs. Next, students learn to create business cards, pamphlets, posters and advertisements. Later in the course, students study Microsoft Excel and Google Sheets and apply new skills to develop accurate spreadsheets, create tables and graphs, and analyze data. Finally, they learn the basics of Microsoft PowerPoint and Google Slides, including how to insert music, videos, and pictures to enhance presentations. In alignment with the school's *Portrait of the Crusader*, this course encourages students to think critically about the synthesis of data and respond creatively with defensible, original work; solve problems through innovation, imagination, and self-advocacy, and consider spheres of influence.

At the end of this course students will:

- Utilize proper typing technique
- Create, edit and share Microsoft Word and Google Docs
- Design business cards, pamphlets, posters, or advertisements and insert graphics
- Create spreadsheets, tables and graphs, insert formulas, analyze and share data using Excel and Google Sheets
- Create PowerPoint and Google Slide presentations for specific audiences and insert various objects to enhance the presentations

Essential Questions

- What is the proper typing technique and why is it important?
- How do you create and edit documents? Why is review and revision necessary?
- How do you create and edit an Excel Spreadsheet? What are the benefits of a spreadsheet?
- How do you create and edit a PowerPoint presentation? Why must you consider the audience and purpose?

Curriculum Framework

Part 1: Proper Typing Technique and the Basics of Microsoft Word and Google Docs

Concepts and Skills:

- Use proper typing techniques: type from the home row using accurate finger placement.
- Create documents using proper typing technique; save and organize documents.

Assessments:

- Typing drills and test
- Creation of Microsoft Word and Google Docs

Part 2: Creating Word Documents and Google Docs

Concepts and Skills

- Create and edit Microsoft Word and Google Docs for a variety of purposes.
- Insert images and create tables, adjusting placement and size as needed.
- Change fonts based on purpose, message and tone; add WordArt, SmartArt, and different background colors
- Create varied documents using skills learned in the unit: pamphlets, business cards, ads.

Assessments:

- Pamphlets
- Business Cards
- Posters
- Advertisements

Part 3: Microsoft Excel and Google Sheets

Concepts and Skills:

- Explain the form and function of spreadsheets.
- Create Excel spreadsheets by labeling and inserting rows and columns, entering accurate mathematical formulas, inputting data, and checking for accuracy based on results.
- Create tables, charts, and graphs from data.
- Interpret and share data.

Assessments:

- Excel spreadsheet with accurate formulas
- Varied graphs and tables based on specific data

Part 4: PowerPoint and Google Slides

Concepts and Skills:

- Create a PowerPoint
- Insert pictures, tables, graphs, movies, and music
- Add effects and transitions to slides
- Change the design of the slides based on audience, purpose, and tone
- Utilize different templates

Assessments:

- PowerPoint or Google Slide presentations that meet specific criteria

Resources

There is no text for this class. We will be using an online typing program, Google suite, and the free online student version of Microsoft (office 365). Students can use the paid version if they already have it on their devices, but it is not necessary for them to buy it.

All assignments should be completed during class time. Assignments will be graded as either homeworks quizzes, or projects depending on the requirements of the assignment. Late assignments will not be accepted unless there are unusual circumstances, points will be deducted. Assignments should be submitted through Canvas unless otherwise indicated.

Grading

Quarter Percentages:

Projects	45%
Quizzes	20%
Classwork, participation	35%

Final Grade Percentages:

Quarter 1	20%
Quarter 2	20%
Midterm Exam	10%
Quarter 3	20%
Quarter 4	20%
Final Exam	10%

Passing Grades	
90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

- Attendance/Participation is necessary in order to succeed in this course.
- A final exam will be given in May.
- Makeup work for missed assignments will only be accepted for legitimate absences and must be completed and turned in before the test is given for that section.
- Academic Integrity and other policies can be found in the student/parent handbook: https://issuu.com/hchs/docs/student_handbook_2021-2022

This syllabus may be modified to meet student needs or to include new information.

