

COURSE GOALS/OBJECTIVES

Skills For Success: The student will understand, apply, and evaluate technologies as labor-enhancing and problem-solving tools.

Expectation: The student will use technology effectively for a variety of purposes and situations.

Indicators of Learning

- A. The student will develop computer literacy skills, including concepts and applications.
- B. The student will use appropriate technologies to access, store, manage, analyze, and communicate information.
- C. The student will use appropriate technologies to solve problems in complex situations.
- D. The student will demonstrate safe, effective, and creative use of labor-saving or labor-enhancing technologies in a variety of situations.

Dimensions of Learning

- A. The student will extend and refine knowledge through error analysis.
- B. The student will use knowledge meaningfully through decision making, experimental inquiry, and problem solving.

COURSE CONTENT

The following will be covered in our semester together:

- A. Student will apply decision-making and problem-solving skills to word processing, spreadsheet, database, and desktop publishing applications.
- B. Using Application Software: Microsoft Works
 - Student will demonstrate use of editing/formatting commands in production of word processing documents. (4 weeks)
 - Student will demonstrate use of editing/formatting commands and functions/formulas in creating and planning spreadsheet applications. (5 weeks)
 - Students will demonstrate use of editing/formatting commands and report formats in creating database applications. (5 weeks)
 - Student will demonstrate use of integration features to perform a mail merge. (1 week)
 - Student will demonstrate use of desktop publishing features in production of a newsletter. (3 weeks)

SPECIAL COURSE REQUIREMENTS

Because of the “hands-on” nature of this course in completing data entry on a computer keyboard, it is **required** that all students successfully pass Keyboarding before taking Introduction to Computers. **Keyboarding is a prerequisite** for Introduction to Computers.

MATERIALS

- A. Textbook: Computer Applications For The New Millennium and An Introduction To Computer Using Microsoft Works
- B. Pencil and a Pen with Standard blue or black ink
- C. 3-Ring Binder (at least 1”) with the following dividers, in this order: Objectives, Classwork/Notes, Vocabulary, Quizzes/Tests, Computer Activities
- D. Loose-leaf notebook paper for binder

EVALUATION

The student's grade will be determined through the combined calculations of the following: written tests and quizzes, classwork, homework, notebook, class participation, and computer activities. Each assignment will be assigned a point value. Points will be totaled at the end of the marking period. A letter grade will be assigned based on the following percentages of the total possible points: 90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; 0-59%=E.

MAKE-UP WORK

Students will lawful absences will be allowed a reasonable number of days at least equivalent to the number of days absent to make up work. Failure to make up work will result in a zero for the assignment. Students may make arrangements to come to the lab during lunch (only with a pass) or after school, Monday through Thursday.

CLASSROOM EXPECTATIONS

1. Each student is expected to take care of personal needs (bathroom, locker, main office) before entering the classroom.
2. Each student is expected to be on time for class and to remain in the classroom during the entire class period.
3. Food, drinks, and hand or body lotion are not allowed in the computer lab with equipment.
4. Each student is expected to bring his/her supplies to class each day.
5. Each student is expected to take responsibility for his/her workstation by keeping it neat and clean. Please push in the chairs and pick up trash when the dismissal bell rings.
6. Each student is expected to conserve and use supplies efficiently and without waste (such as computer paper for printing.)
7. Each student is expected to keep personal electronic equipment (such as a walkman, headphones, cell phone, or pager) out of sight while in the classroom, preferably in the student's book bag.
8. Each student is expected to treat the equipment, his/her classmates, and his/her teacher with **respect**.
9. Each student is expected to adhere to the Meade High School Academic Honesty policy.