Chester County High School

COMPUTER APPLICATIONS SYLLABUS

Instructor: Mr. Caz Williams

Email address: caz.williams@chestercountyschools.org

COURSE RESOURCES:

- Computers provided by school
- Textbook provided by school

COURSE DESCRIPTION:

Computer Applications is a one-semester foundational course intended to teach students the computing fundamentals and concepts involved in the proficient use of common application software. Upon completion of this course, students will gain basic proficiency in word processing, spreadsheets, databases, and presentations. In addition, students will have engaged in key critical thinking skills and will have practiced ethical and appropriate behavior required for the responsible use of technology. Standards in this course are aligned with Tennessee Common Core State Standards for Literacy in Technical Subjects and Tennessee Common Core State Standards in Mathematics.

GOAL:

To provide an environment where students gain relevant skills for school and business with the foundation of knowledge needed to succeed in environments that require the use of computers and the internet.

COURSE STANDARD TOPICS:

- Communication networks, the internet, and technology operations
- Word processing and publishing
- Spreadsheet applications
- Database applications
- Presentation software
- Digital citizenship
- Electronic communication and collaboration

GRADING POLICY:

- Application Projects – 35%
- Keyboarding lessons/activities – 20 %
- Quizzes – 15%
- Tests – 30%

Determining assignments as a result of an excused absence is the student's responsibility

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JSCC DUAL CREDIT CHALLENGE EXAM

Jackson State now offers a dual credit opportunity for Computer Applications students. If the student passes with an average of a 70 or above across three challenge exams covering word processing, spreadsheets, and presentation software they will receive dual credit through Jackson State. The exams are skills-based projects that are administered on a monthly basis following the completion of the portion of class that covers that particular software program.

PLAGIARISM/ACADEMIC DISHONESTY POLICY:

Plagiarism and academic dishonesty are serious offenses. The academic work of a student is expected to be his/her own effort. Students must give the author(s) credit for any source material used.

Students must not copy another student's work electronically and present it as their own. If a student is caught cheating, they must re-do the assignment for a reduced grade. Failure to comply will result in an office referral.

GENERAL CLASSROOM RULES:

- Be prompt
- Be prepared
- Be respectful
- No alterations to the computer settings
- No gum, food, candy, or drinks are allowed in the computer lab

GENERAL PROCEDURES:

- Be on time and in assigned seat when the tardy bell rings
- Abide by the Acceptable Use Policy and Media Policy as outlined in the county-wide contract

GENERAL CONSEQUENCES:

- Verbal warning
- Teacher/student conference
- Parent contact
- Office referral

Breaching the Acceptable Use Policy and Media Policy are automatic office referrals as well as acts of violence or verbal abuse.