

# Chester County High School

## **COMPUTER APPLICATIONS SYLLABUS**

**Instructor:** Mr. Caz Williams

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### **COURSE RESOURCES:**

- Notebook/binder
- Computers provided by school
- Textbook provided by school

### **COURSE DESCRIPTION:**

Computer Applications is a one-trimester 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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## **SEMESTER TEST POLICY:**

This year, there will be no semester test in Computer Applications. Unit tests will still be given.

## **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.

## **WRITING COMPONENT:**

Students will utilize their writing skills by completing "Great Start" activities, writing portfolio pieces, open responses, and responses to "essential questions." Other writing components may be added as deemed necessary.

Participation grades will be taken as student reflections and sharing are a necessary component of gauging learned practices.

## **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.*