

Royalton High School

120 S Hawthorn St.

Royalton, MN 56373

**Computer Applications**

**Instructor: Mrs. Jacobson Email: mjacobson@isd485.org**

**Office: Room 218 Office Phone: 320-584-4237**

**Office Hours: Lunch 10:55 – 11:35 Prep 1:23 – 2:13**

**Course Information**

Course Title: Computer Applications

Term: Semester 1 2017-2018

**Course Description**

Students will learn touch typing and good posture for when sitting at a computer. Students will learn to use the Microsoft Word, Excel, PowerPoint, and Publisher programs. Students will also learn how these skills cross over to Google Docs. Students will keep a blog of topics covered and things learned. Cyber safety, social network, email etiquette and netiquette will also be covered.

**Course-Specific Learning Outcomes**

Students will be able to ....  
Type by Touch   
Create documents using MS Word including letters, reports, tables – Compare to Google Docs  
Create documents using MS Excel – Compare to Google Sheets  
Create Presentations using MS PowerPoint – Compare to Google Slides  
Reflect on how computers are incorporated within daily life and pertain to careers  
Use email effectively  
Blog about uses of software within the classroom   
Adopt positive strategies and techniques that will enhance your strengths create and change habits, and a new vision to

# Daily Assignments

Daily assignments will consist of small projects to be completed using the correct program. After each unit a cumulative test will be given for that unit. Timing tests and computer posture will be graded regularly. Cheating is not permitted. Students will receive a zero on the assignment if caught cheating.

# Classroom Rules

* NO candy, food, or pop in classroom
* Use of personal headphones and/or cell phones is not permitted during lecture and tests
* Come to class prepared

**Topical Outline**

Listed below are major areas of content typically covered in this course.

1. Introduction:
   * Computer Log In
   * Syllabus
   * Expectations
   * Blogging/Reflecting/Researching
2. Email
   * Ettiquette
   * Basics/Settings
   * Attachments
3. MicroType
   * Learn/Review the proper placement of Keys
   * Work on accuracy/speed
4. MS Word
   * Formatting/Line Spacing
   * Margins
   * Letters
   * Reports
   * Tabs
   * Tables
5. PowerPoint
   * Ettiquette
   * Formatting
   * Basics
   * Timing
6. MS Excel
   * Formulas
   * Charts
7. Blogging
   * Note-taking process/Concept Maps

**Required/Recommended Textbooks, Materials/Supplies**

**3-ring binder or pocket folder**

**Academic Planner**

**Grading Criteria/Course Evaluation**

Formative and summative grading will be used in this class. Daily assignments are considered formative assignments. Formative assignments can be reworked an one more time for a better grade. Tests are considered summative assignments. Summative assignments cannot be reworked. Final grades will be based on total points for all assignments and tests. A straight point grading system will be used (no weighting).

Grading Scale

A = 93-100% C = 73-77.9%

A- = 90-92.9% C- = 70-72.9%

B+ = 88-89.9% D+ = 68-69.9%

B = 83-87.9% D = 63-67.9%

B- = 80-82.9% D- = 60-62.9%

C+ = 78-79.9% F = 59.9% & lower

**Student Requirements**

All students have responsibility for the following:  
1. To attend all classes, except when excused, and to be on time to all classes.   
2. To make necessary arrangements for making up work when absent.  
4. To be aware of and comply with all school policies, regulations, and procedures.   
5. To respect and maintain school property.  
6. To recognize and respect the rights of others.

**Professional** **Conduct and Communication are expected.**

Formal and professional conduct is expected of you at all times in lecture and lab. Because unprofessional, disruptive, and / or rude behavior demonstrated by you is harmful to the quality of health care in the professional setting to which you aspire, its demonstration in this educational setting toward anyone, including me, is unacceptable and will result in your immediate discharge from the classroom / lab. Your grade and your continued membership in the course will be negatively affected based upon the severity of the offense.

**Cheating / Plagiarism** - *Cheating / Plagiarism are not tolerated in any form.*

**Cheating defined:**

* Copying, in part or in whole, from another’s test or other evaluation instrument or obtaining answers from another person during the test.
* Using or consulting, sources or materials not authorized by the instructor during an examination
* Altering or interfering with grading or grading instructions
* Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above
* Talking or consulting during the test with another person
* Giving / providing in any way, information to other students that allows the student an undeserved advantage on an exam or quiz, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class.

**Consequences of academic dishonesty**, un-acceptable behavior**:**

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

* Give a lower or failing grade on the assignment or exam
* Give a lower or Fail grade in the course