**FERN CREEK TRADITIONAL HIGH SCHOOL**

**COURSE SYLLABUS - 2010-2011**

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| **Instructor:** | Mr. William D. Schneider, Jr. (Coach Schneider) |

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| **Course Title:** | Computer and Technology Applications (IC3) |
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| **Course****Description:** | This course provides further exploration to computer technology and concepts. It will map to the IC3 standards and is organized into three key components: Computing Fundamentals, Key Applications, and Living Online. It will look at the various uses of the computer, important accessories, networking principles, and Microsoft Office applications. This class also covers e-mail and Internet principles such as managing e-mail, searching for a topic online, and how computers affect everyday life. |

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| **Text:** | *Computer Literacy BASICS: A Comprehensive Guide to IC3,*  3rd Edition. Connie Morrison and Dolores J. Wells, © 2010, Course Technology, Cengage Learning |

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| **Materials Needed:** | Pen (Blue or Black Only!) USB Flash Drive (recommended) |

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| **Instructional****Philosophy:** | *The instructional philosophy of the BIT School of Study is that students will experience…** *Project based learning*
* *Hands-on activities*
* *Reading, writing, speaking and listening*
* *Work based learning opportunities*
* *Critical thinking and problem solving*
* *Real world applications*
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| **Course****Standards:** | Upon the completion of the course, students will be expected to:* Use Internet search engines and understand their advantages and disadvantages.
* Learn computer hardware and software components
* Demonstrate a basic understanding of the impact of computers on society.
* Use and understand basic computer terminology.
* Use Microsoft Word to create a variety of school and business related documents.
* Use Microsoft Excel to a variety of school and business related documents and perform basic mathematical operations.
* Use Microsoft PowerPoint to create business presentations using tables, graphs, music.
* Use Microsoft Access to create basic databases, queries, forms, and reports.
* Demonstrate online ethics.
* Learn to live online using networks, the Internet, research, and creating web pages.
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| **Academic Expectations:** | * **Students are expected to attend class regularly and participate.**
* All work should be completed and turned into JCPS Online or into the basket by due date.
* Students having difficulty should make arrangements to get help from the teacher.
* For extended excused absences, the teacher, student, and parent will collaborate to assist the student in making up missing work.
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| **Classroom Standards:** | * Students are expected to behave in a mature and respectful manner in the classroom. Students must show respect for themselves, each other, the equipment, and anyone who enters the classroom.
* Tardiness will not be tolerated and such students must go to tardy hall.
* Students are expected to comply with all rules and regulations set forth in student handbook and must have student handbook with them each day.
* Consequences for failure to follow classroom procedure include: verbal reprimand, parent/guardian contact, or disciplinary referral.
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| **Instructional Sequence** |
| **Section** | **Unit/Topics** | **Time Frame** | **Lessons** |
| **A** | **Module 2: Key Applications*** Using Microsoft Office 2003
* Word Essentials
* Editing and Formatting Documents
* Working with Tables
* Enhancing Documents
* Excel Essentials
* Organizing Worksheets
* Creating Formulas and Charting Data
* PowerPoint Essentials
* Enhancing Presentations w/ Multimedia Effects
* Access Essentials
* Managing and Reporting Database Information
 | **12 weeks** | **Lesson 11 – Lesson 23** |
| **B** | **Module 1: Computing Fundamentals*** Introducing Computers
* Computer Hardware
* Maintaining and Protecting Hardware
* Computer Software
* Essential Computer Skills
* Using Technology to Solve Problems
* The Windows Operating System
* Changing setting and Customizing the Desktop
* Using Windows Explorer
* File Management w/ Windows Explorer
 | **8 weeks** | **Lesson 1 – Lesson 10** |

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| **B** | **Module 3: Living Online*** Networks and Telecommunication
* E-Mail and Effective Electronic Communication
* Internet Essentials
* Researching on the Internet
* Evaluating Online Information
* Technology and Society
* Security, Privacy, and Ethics Online
 | **4 weeks** | **Lesson 24 – Lesson30** |

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| **FCTHS Grading Format** | **JCPS Grading Scale** |
| 20% | Journaling – Student Performance  | A | 93-100% |
| 40% | Formative Assessments | B | 86-92% |
| C | 79-85% |
| 40% | Proficiency Exams | D | 70-78% |
| U | 69% and Below |

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| **Course Grade Composition** |
| **Total Points** | **Component** | **Category** |
| **25-75 pts. each** | Daily Assignments | Journaling/Formative |
| **100-300 pts. each** | Projects | Formative |
| **100 pts. each** | Tests | Formative |
| **80% or higher** | Mastery Exam (IC3) | Proficiency Exam  |

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| **Content Area Writing** | Open response questions will be given every three weeks.A portfolio piece is not required for Computer Applications. Focus will be put on the Industry Standard Certification (IC3) test.  |

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| **Re-Do Philosophy:** | The faculty expects all students to succeed. Students who need additional help or need to re-do assignments will be afforded those opportunities to show their mastery of concepts in class.  |

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| **Extra Help:** | Extra help will be given in the form of in-class peer collaboration. After school help can also be worked out w/teacher on an as needed basis. Students need to conference w/teacher about staying **one day** in advance.  |