**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. |