

COURSE OUTLINE

Course: Computer Applications

Instructors: Sondra Sturguess

Textbooks: Microsoft Office 2007 Introductory Concepts & Techniques
Microsoft Office 2007 Advanced Concepts & Techniques
Shelly Cashman Series—Copyright 2006

Course Description/Rationale

This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for students prepared with knowledge of and skills in word processing, spreadsheets, database, desktop publishing, and telecommunication. This training is vital for students planning to enter the workforce or continue training for a career in business.

This computer applications course is designed to help students prepare for entry-level employment in the field of computers and information services and/or to help them prepare for more advanced college computer courses. Students will receive instruction in the field of information processing, which includes hands-on experience utilizing word processing, desktop publishing, spreadsheet, database, and presentation software. Students will be using a Windows XP platform and Office 2007 integrated software suite.

This class is articulated through North Central Missouri College in Trenton upon completion. Students will also have the opportunity to receive up to six hours of dual credit (BT160 and BT260) from NCMC.

Goals: (Show-Me Standards (SMS) Alignment Category)

Students in Computer Applications will acquire the knowledge and skills to:

1. discuss general information about computers (SMS 1-5)
2. demonstrate word processing applications (SMS 1-4, 2-2)
3. demonstrate database application (SMS 1-4, 1-8, 2-2)
4. demonstrate spreadsheet applications (SMS 1-4, 1-8)
5. demonstrate presentation applications (SMS 1-4, 1-8, 2-2)
6. demonstrate integration of word processing, spreadsheet, and presentation applications (SMS 1-4, 1-8)
7. discuss and demonstrate basic desktop publishing principles (SMS 1-4, 1-5, 1-8)

Homework Policy

Normally, there will not be homework assigned for this class as all work will be completed during class time. Missing assignments or catch-up work will need to be completed after school or during student's free time. If homework is assigned, it is due the next class day after it is assigned unless stated otherwise. Late work will be accepted but any assignment considered late will drop to 10% for one day late, 50% for two days late, and no credit if later. All assignments must be completed even if you receive no credit. It would be to your benefit to complete all assignments on time. Cheating will not be tolerated no matter how large or small the assignment. Cheating will result in zero credit.

Grading Procedures

Specific objectives will be given at the beginning of each unit. Grades for this class are based on daily work, computer projects, skills tests, and written tests. A final project will be assigned at the end of the year that will test their knowledge of what has been learned through the year in this course. This final project will be count for a significant part of their grade.

Students' grades will be determined by dividing the number of points earned by the number of points possible. Due to the nature of the course, good attendance is essential for success in this class. A work ethic grade of 10 points will be assigned weekly. Work ethic consists of: attendance, punctuality, prepared for class, class contributions, behavior (talking in class, etc.). These factors can make a difference if a student is on the borderline between grades.

96-100	A	73-76	C
90-95	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-	F

Business Dress Day

Once a quarter, students will be given the opportunity to earn bonus points by participating in "Business Dress Day." The day will be announced by the instructor each quarter. To earn the bonus points, the student must follow the FBLA dress code guidelines. Participation is optional.

Discipline

Students should abide by these simple but important rules:

1. Be in your seat with the proper materials and ready to work when class begins.
2. Always give your complete attention and project a positive attitude about the subject matter being discussed.
3. If you have something to say, raise your hand. Interrupting others or blurting things out in the classroom is unacceptable.
4. You are accountable for your decisions, so be willing to face the consequences of the bad ones.
5. Respect. That goes for yourself, your teacher, your peers, and others property as well as the school's property.

Consequences

1. Verbal Warning
2. Detention
3. Removal from class

Contact Information

If at any time the student or a parent/guardian has a question, they can contact me at GRTS at 660-646-3414 x234. My planning period is 1:49-2:36. If the students need help on an assignment and they can not reach me at the school, they are welcome to call me any time at home (660-646-2638) or on my cell phone (660-247-7996) as I try to attend as many of my children's events/activities as possible. I usually stay after school to help as may be needed (please let me know ahead of time just in case of my children's activities). I can also be reached by email at [ssturguess@grts.org](mailto:sssturguess@grts.org).