

**COURSE TITLE:** Computer Appl, Bus 1      **TEACHER:** Cynthia Ashley  
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**GRADE LEVEL:** 6th/7th      **COURSE LENGTH:** 1 semester

### **Course Description**

This course is designed to provide hands-on use of Computer Equipment, the Internet, Keyboarding, Word Processing, Graphic Design, Presentation and Multimedia software. Students will understand basic operations and concepts of computer technology. This course consists of hands-on instruction delivered through 6 curricular units. In group and individual activities, students experience ways in which technological knowledge and processes contribute to effective designs and solutions to technological problems.

### **Major Instructional Activities**

The six core standard areas of the course are as follows:

- Standard 1: Students will understand basic operations and concepts of technology.
- Standard 2: Students will understand the importance of social, ethical, and human issues associated with technology.
- Standard 3: Students will use technology productivity tools.
- Standard 4: Students will use technology communications tools.
- Standard 5: Students will select and use appropriate technology research tools.
- Standard 6: Students will utilize technology problem-solving and decision-making tools.

### **Course Overview**

Throughout this course, students will learn:

- Basic computer operations and concepts of technology
- Practice responsible use of technology systems, information, and software
- Technology's impact on society
- Productivity tools
- Online safety
- Computer Technology careers
- Ethical and privacy issues and the impact of technology on society
- To create, store and organize files in the "cloud"
- To format real-world documents
- To create a multimedia project
- To use technology to locate, evaluate, and collect information
- To apply electronic search strategies
- To create tables and charts that visually represents data

## Instruction

Instruction will focus on hands-on activities as well as lecture, group discussion, guest speakers, use of technology, and other methods. Students will have the opportunity to work both individually and as part of a small group to complete assignments. Projects will require students to use academic skills in language arts, math, social sciences, and science. Community resources will be accessed by inviting guest speakers and conducting panel discussions.

## Course Assessment

Various assessment tools including worksheets, learning activities, reflection writing assignments and quizzes will be utilized to assess student knowledge. FOCUS will be updated frequently with the students' latest grades, assignments, projects, exams, etc. Please do not come to me during class and ask for your grade... FOCUS is available to you 24/7, so please utilize it. Your assignments are also color coded in PowerSchool as indicated below.

### ***MIDDLE SCHOOL course assessment breakdown:***

Major Assessments:	40% (labs, tests, projects, etc.)	- Orange
Keyboarding:	10%	- Blue
Classwork:	30% (Lesson activities, formative assessments, etc.)	-Green
ICT online Test:	20%	-Red

## Mandatory Supplies

Each student **MUST** use the applications in their district OneView and a Typing Account. Each student will also need earbuds/headphones to complete certain online lecture components. Please be aware that earbuds can be purchased at the Dollar Tree for \$1.00. It is also recommended that students have a flashdrive to create backup copies of their projects.

## Make-up Assignments

Assignments due on the day of the absence are due upon returning to school unless preceded by an extended absence. Requesting makeup work is the responsibility of the student. The number of days to complete and submit missed assignments is equal to the number of school days missed. **If the absence is excused, full credit is allowed.** If the absence is unexcused, 90% of full credit is allowed. Any missed assignments not made up will result in a grade of zero (0) being recorded. ALL make-up assignments must be submitted with a "missing work log" as discussed in class. No exceptions.

## CLASSROOM RULES/GUIDELINES: The 5 Ps

**Prompt:** *Be on time, enter the classroom quietly, go directly to your seat, get out your materials for class.* You are expected to be in the classroom when the bell rings or you will be counted tardy. If you are tardy you must present the instructor with a tardy slip.

**Prepared:** *Bring all necessary materials and work; have all unnecessary items cleared from your desk; be dressed appropriately for school, following the school dress code.*

**Polite:** *Be nice to others with your words and your actions; respect yourself, others and your classroom; make sure material and equipment you use is ready for the next person.* You are not allowed to get out of your seat or interrupt the teacher or anyone else who is talking, giving information, etc. This is a matter of respect. Due to our class being held in the computer lab, there will be absolutely NO food or drinks allowed. One exception: bottled water WITH A CAP is permitted. No other beverages, food, or gum will be allowed. Profanity is not allowed at any times.

**Productive:** *MAXIMIZE learning time by staying on task, following directions the first time they are given, and remaining in your seat unless given permission to move about.*

Sleeping is NOT allowed in class. You are expected to listen to in-class explanations, questions/answers from classmates, guest speakers, etc. Infractions of school rules will be dealt with following school policies. As you need to be in the room for instruction and guided practice, and in accordance with school policy, you have a limited number of passes to leave the room. Use the passes wisely as to not use up the passes and find yourself in need of one later.

**Patient:** *Wait respectfully and calmly for your turn; avoid calling out or dominating a question/answer period, be certain your verbal expressions and body language show support for your classmates' efforts.* Mature behavior is expected. Please omit any childish, immature, and disrespectful behaviors.

## TECHNOLOGY RULES/GUIDELINES

- Keep your password to yourself.
- Use care with all equipment.
- Use your assigned device(s).
- Keep your hands on your device only.
- Only access approved websites and apps.
- Leave all settings and ICONS the way you found them.
- Troubleshoot yourself before asking the teacher for assistance.
- HANDS OFF devices when your teacher or another presenter is talking.
- Save ALL your work to your flash drive and/or your OneDrive account.
- Log Out at the end of your session.
- Leave your computer station neat and tidy.
- Push in your chair before you leave.

Please return this section to your teacher.

I have read and I understand the course description and expectations that are presented within the Computer Applications course syllabus.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Parents,

Thank you for taking the time to review the course syllabus for Computer Applications I. If you should have any concerns please contact me with the information provided. I look forward to having your student in my class.

Parents: If you would like to share anything about your child that will better enable me to help him or her, feel free to note it below, or send an email.

Thank you.

**Teacher Signature:**

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Cynthia Ashley  
Computer Applications