



Course Syllabus

| Franklin High School | | 2020-2021 |
|---|-------------------------------|-----------|
| DIRECTIONS: For each course, complete the syllabus and share with your evaluating/supervising administrator as a pdf ("File-download-PDF document") by 9/28/20. Syllabi will be posted on the FHS website under your name for the public to view. | | |
| Course Overview | | |
| NOTE: For core classes, all elements of this section (except for name and contact information) are the same. | | |
| Course Title: Computer Applications 1 and 2 | | |
| Instructor Name: Jose Losoya | Contact Info: jlosoya@pps.net | |
| Grade Level(s): 9, 10, 11, 12 | | |
| Credit Type: Elective | # of credits per semester: 1 | |
| Prerequisites (if applicable): | | |
| General Course Description: Covers the skills necessary to touch type on the computer keyboard using correct techniques. Includes the development of speed and accuracy. Covers the production of basic business and academic documents. Introduces the basic features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. | | |
| Prioritized National/State Standards: Keyboard by touch the alphabetic portion of the computer keyboard and be introduced to the numeric portion following current professional and/or industry standards. Use Microsoft Word to create basic business and academic documents following current professional and/or industry standards. Recognize when to use each of the Microsoft Office programs to create professional and academic documents. Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards. Apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework as identified by the internationally accepted Internet and Computing Core (IC3) standards. | | |



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| Course Details | | |
| Learning Expectations | | |
| Materials/Texts: | | |
| MICROSOFT OFFICE 365 - OFFICE 2016, BESKEEN+CRAM+DUFFY+FRIEDRICHSEN+REDING | | |
| EduTyping.com | | |
| Course Content and Schedule: | | |
| Understand the importance of touch keyboarding | | |
| Learn correct keyboarding techniques | | |
| Correctly format business and academic documents | | |
| Learn to proofread documents and use proofreader’s symbols | | |
| Obtain an introduction to word processing | | |
| Terminology and Vocabulary | | |
| Parts of computer system | | |
| Software: Applications and Operating system | | |
| Windows Concepts | | |
| Windows navigation | | |
| Multi-task applications | | |
| File-management (reinforce and emphasize throughout the length of the course) | | |
| Basic Word Processing Concepts | | |
| Basic Spreadsheet Concepts | | |
| Basic Presentation Concepts | | |
| Basic Internet Skills | | |
| Browsers | | |
| Searching | | |
| Ethics | | |
| Basic Communication Skills | | |
| Email | | |
| Attachments | | |
| Netiquette | | |
| Basic Database Concepts | | |
| Introduction to Office Productivity applications such as Google Docs or Open Office | | |
| Projected Schedule: | | |
| Week: | In Class: | Homework or Assignments: |
| 1 | Gmail/Outlook | EduTyping Lessons |
| 2 | Gmail/Outlook | EduTyping Lessons |
| 3 | Gmail/Outlook | EduTyping Lessons |

| | | |
|----|------------|-------------------|
| 4 | PowerPoint | Edotyping Lessons |
| 5 | PowerPoint | Edotyping Lessons |
| 6 | PowerPoint | Edotyping Lessons |
| 7 | PowerPoint | Edotyping Lessons |
| 8 | Word | Edotyping Lessons |
| 9 | Project | Edotyping Lessons |
| 10 | Word | Edotyping Lessons |
| 11 | Word | Edotyping Lessons |
| 12 | Word | Edotyping Lessons |
| 13 | Word | Edotyping Lessons |
| 14 | Excel | Edotyping Lessons |
| 15 | Excel | Edotyping Lessons |
| 16 | Excel | Edotyping Lessons |
| 17 | Access | Edotyping Lessons |
| 18 | Access | Edotyping Lessons |

Differentiation/accessibility strategies and supports (TAG, ELL, SpEd, other):

Performance tests

Objective tests

May include:

Projects

Portfolio

Additional assignments

Skill assessment software

Presentations

For typing:

Visual technique checks:

Eyes on copy

Correct fingering

Correct posture

Timed production tests on business and academic documents.

Three-minute timed writings with speed and accuracy rates according to the following scale:

| Speed (WPM) | Grade | Accuracy (Errors) |
|-------------|-------|-------------------|
| 35+ | A | 0 – 2 |
| 28-34 | B | 3 |
| 20-27 | C | 4 – 5 |
| 15-19 | D | 6 - 7 |

Safety issues and requirements (if applicable):

Classroom norms and expectations:

Attend class regularly and be on time

Stay in seat

Do not interrupt when someone is speaking

All personal technology is silenced and out of site...

Complete work on time. Learn to organize your time!

Ask questions if you don't understand

Behave in a manner conducive to learning. Pay attention when others are speaking; be respectful

All school rules apply – Know your rights and responsibilities

Follow all technology policies as outlined on the PPS technology agreement.

For our zoom sessions:

Please make sure I know who you are - student privacy is important!

Cameras help us feel connected. If you choose to use video (not required for most meetings) be aware of your surroundings and lighting.

Respect the privacy of others.

Dress to impress! (school dress code applies).

Keep yourself muted unless speaking.

Please use the 'raise hand' side bar function when we are in large groups.

Be present. Multitask later.

Avoid eating, grooming, etc. when your camera is on.

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| Evidence of Course Completion |
| <p>Assessment of Progress and Achievement:</p> <p>Summative and formative evaluation is used, including completion of assignments, vocabulary, tests, and quizzes. Grades are based on a percentage scale according to total points earned.</p> |
| <p>Progress Reports/Report Cards (what a grade means):</p> <p>A = 90% +, B = 80-89%, C = 70-79%, D = 60-69%, F = <60</p> |
| <p>Career Related Learning Experience (CRLEs) and Essential Skills:</p> <p>PERSONAL MANAGEMENT Exhibit appropriate work ethic and behaviors in school, community, and the workplace.</p> <p>PROBLEM SOLVING Apply decision-making and problem-solving techniques in school, community, and the workplace.</p> <p>COMMUNICATION Demonstrate effective communication skills to give and receive information in school, community, and workplace.</p> <p>TEAMWORK Demonstrate effective teamwork in school, community, and workplace.</p> <p>EMPLOYMENT FOUNDATIONS Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.</p> <p>CAREER DEVELOPMENT Demonstrate career development skills in planning for post high school experiences.</p> |
| Communication with Parent/Guardian |
| <p>What methods are used to communicate curriculum, successes, concerns, etc.?</p> <p>I will be using email via Canvas, Gmail, Remind and Synergy.</p> |
| Personal Statement and other needed info |
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