

## CLASS SYLLABUS

**COURSE TITLE:** **Computer Applications**  
(Prerequisite for most other IT courses)

**COURSE DESCRIPTION:** The goal of this course is to provide an understanding and application of social, ethical, and human issues related to technology. The course will also provide an introduction to computer technology, decision-making, productivity, communications, and problem-solving skills. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as use of emerging technologies.

In this course, high school students can acquire skills required to create, edit, and publish industry appropriate documents. Areas of study will also include oral and written communications and information research for reporting purposes. Competencies for the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the core employability skills standards and technical skill standards.

**INSTRUCTOR:** **Mr. Kenneth Lee**

**PREREQUISITS:** none.

**PROGRAM CONCENTRATION:** Business Education & Computing

**TEXTBOOK(s):** DigiTools – Technology Application Tools, South-Western (\$49.95 replacement cost if damaged or removed) and other various.

\*\*\*Books used will be provided in the classroom and will not leave the classroom.

**SOFTWARE:** MicroType Pro, Microsoft Word, MS PowerPoint, MS Publisher, MS Excel Spreadsheet, MS Access Database, other various.

**METHODS OF INSTRUCTION:** Class lecture/demonstration, question/answer, individual and group work, on-line work, computer lab instruction, audio-visual aids, student reports/projects, case studies, and guest speakers.

**COUNTY RECOVERY POLICY:** Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and when the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

**SUPPLIES:** Student Agenda, Binder / Notebook, Pen / Pencils, Box of Tissues (requested), one ream of 8.5x11 printer paper (requested), one USB port flash drive (recommended)

**TEACHER CONTACT:** The best way to reach me is via email at [lee@fultonschools.org](mailto:lee@fultonschools.org)  
I encourage all students who have questions to see me for extra help as soon as they need it! Office hours can be found on my web site at the address below.

**TEACHER WEB SITE:** Course information can be found at [www.fultonschools.org/teacher/lee/](http://www.fultonschools.org/teacher/lee/)



**UNITS:** Introduction, Keyboarding, Careers, Ethics, and History of Computing  
Word Processing, PowerPoint, Spreadsheets, Databases

### **SOCIAL, ETHICAL, AND HUMAN ISSUES**

Students will analyze, develop, and follow policies for managing social, ethical, and legal issues in organizations in a technology-based society.

**BCS-CA1-1.** Students will understand and apply the social, legal, and ethical issues related to technology used in personal and professional endeavors.

- a. Practice respectful and responsible use of technology through abiding by the school technology and internet use policy.
- b. Model the ability to work independently and as a team member (includes efficient use of time and organization of work).
- c. Demonstrate an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers.
- d. Explain the interaction and interdependence between humans and technology.
- e. State how changes in technology affect the workplace and society.
- f. Demonstrate ethical behaviors in what is written, spoken, or presented.
- g. Develop a presentation on ethical and legal issues.

### **PRODUCTIVITY**

Students will become productive with the use of a variety of input technologies including word processing and/or desktop publishing, spreadsheet, database, and presentation software to create, edit, and publish industry appropriate software.

**BCS-CA1-2.** Students will use technology as a tool to increase productivity in completing a variety of input technologies to create, edit, and publish industry appropriate documents.

- a. Become familiar with a variety of input technology tools, e.g. speech recognition, hand-writing recognition, and keying.
- b. Demonstrate appropriate handling and use of supplies and equipment.
- c. Apply appropriate use of editing tools, e.g. spell check, thesaurus, find and replace, grammar, and hyphenation.
- d. Identify and demonstrate the use, movement, and display of a variety of icons, toolbars, and the task pane.
- e. Demonstrate time-management to complete tasks in allotted time.
- f. Preview and print using print options.
- g. Understand operating system and internet terminology and the basic functions of each.

**BCS-CA1-3.** Students will use word processing and/or desktop publishing software through a variety of input technologies to create, edit, and publish industry appropriate documents.

- a. Create a variety of business and technical documents, e.g. newsletters, flyers, and multi-page reports using wizards, templates, or composition.
- b. Apply formatting skills, e.g. fonts, paragraphing, text flow options (widow/orphan), margins, indentations, page orientation, tabulation, breaks, enumeration, bulleting, borders/shading, columns.
- c. Access and edit documents, including the effective use of editing commands, e.g. delete, cut/copy/paste, format painter, undo/redo, repeat, and paste special.
- d. Create tables.
- e. Apply skills and style manual usage to cite reference documentation, e.g. bibliography, works cited, footnotes, and endnotes.
- f. Apply graphic object skills such as scale, insert, crop, borders, wrap text, autosshapes, fill and line options, shading, text boxes, and WordArt.
- g. Apply the appropriate format to a variety of documents that meet employability standards.

**BCS-CA1-4.** Students will use spreadsheet software to create, edit, and publish industry appropriate files.

- a. Identify components of the spreadsheet window using industry terminology and efficiently navigate throughout the worksheets and workbook.
- b. Demonstrate creating, opening, saving, renaming, inserting, deleting, retrieving, and closing a worksheet and workbooks.
- c. Differentiate among and enter text, numbers, formulas, and functions.

- d. Apply editing and enhancement features to cell contents, e.g. edit, fill, rotate, move, merge, size, number formats, styles, borders, and colors.
- e. Apply page setup features, e.g. margins, headers/footers, page order, grid lines, repeating row/column titles, comments, shrink-to-fit, page orientation, and center horizontally/vertically.
- f. Create, insert, modify, and position appropriate graphics.
- g. Apply freeze rows and columns and window tile.
- h. Create, enter, and edit formulas using arithmetic expressions and math order of operations.
- i. Apply and edit functions, e.g. SUM, MIN, MAX, AVE, COUNT.
- j. Apply relative, absolute, and mixed cell references in formulas.
- k. Copy, move, and verify accuracy of formulas.
- l. Create effective charts or graphs which represent relevant data most effectively.
- m. Edit and label chart components such as axis, legends, titles, etc.
- n. Print charts and graphs in industry standard format on separate sheet or embedded with data.

**BCS-CA1-5.** Students will use database software to create, edit, and publish industry appropriate files.

- a. Define and apply basic terminology associated with database design, creation, and use.
- b. Plan, create, and modify a database table structure using design view.
- c. Input, edit, and delete data in tables.
- d. Differentiate between and use multiple views.
- e. Demonstrate database skills by planning/creating a table that includes field properties with or without a primary key, accessing/retrieving, saving, and printing.
- f. Create a database using multiple tables to establish relationships between tables.
- g. Demonstrate report creation that involves group, sort, wizards, labels, and calculated fields and format to industry standards.
- h. Organize and analyze data, e.g. sorting, identifying, finding, filtering, and viewing.
- i. Create and use queries.

**BCS-CA1-6.** Students will use presentation software to create, edit, and publish industry appropriate files.

- a. Apply industry standards in creating and presenting all presentations.
- b. Apply presentation software skills by creating, accessing/retrieving, saving, and printing files.
- c. Use views appropriately to create and manipulate presentation---normal, outline, notes, slide sorter view.
- d. Use appropriate slide layouts and design templates to create presentations.
- e. Analyze situations and select the appropriate printing output: handouts, slides, notes, page, or outline.
- f. Use basic design guidelines to enhance visual presentations.
- g. Create a presentation with graphics, sound, transitions, embedded objects, and specialized features (charts, organizational charts, hyperlinks).
- h. Create an autorun looping presentation with message and proper timing.
- i. Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, etc., using proper public speaking techniques.
- j. Navigate an on-screen presentation using keyboard, mouse, pointer operations, and other navigational tools.

## COMMUNICATIONS

Students will use appropriate technology to communicate effectively with peers, teachers, experts, and other audiences.

**BCS-CA1-7.** Students will understand how telecommunications can be used to collaborate, publish, and interact with peers, teachers, experts, and other audiences.

- a. Describe telecommunications skills needed to communicate effectively with peers, experts, teachers, and other audiences, e.g. using e-mail, e-learning, video conferencing, instant messaging, chat and blogs, newsgroups, net meetings.
- b. Use appropriate technology to plan, develop, edit, and present material to different types of audiences, e.g. paper, web page, multimedia presentation, publications, speech, hypermedia.
- c. Use technology to enhance the effectiveness of communication, identifying appropriate and non-biased resources.

**BCS-CA1-8.** Students will use a variety of forms of communication in the successful pursuit of employment.

- a. Compose and produce an effective application letter and resume.
- b. Utilize the proper format for a thank you letter for a job interview.

- c. Differentiate among suitable business attire, e.g. casual, business-casual, professional business, and formal attire.

**BCS-CA1-9.** Students will use technology to access, review, evaluate, and select information from multiple resources for reporting purposes.

- a. Evaluate and select various job search strategies.
- b. Research emerging trends in the field of computer technology, related applications, and potential employment opportunities.
- c. Evaluate and select appropriate sources of information (e.g. print, video, electronic, and human) for a specific research problem or question.
- d. Demonstrate the ability to use bookmarks and internet search engines to access information by identifying and conducting basic and advanced searches using internet/intranet search engines, directories, biographical dictionaries and thesauri.
- e. Validate the accuracy of information during a research topic by reviewing each author's credentials, perspective, or bias.

### **PROBLEM SOLVING**

Students will be able to solve real-world and/or business-related problems by developing problem-solving strategies.

**BCS-CA1-10.** Students will develop strategies for solving problems.

- a. Identify, prevent, or solve problems using technical or electronic equipment.
- b. Identify, evaluate, and use resources such as hardware, software, and online support for problem identification and solution.
- c. Work in a team to solve problems and share knowledge.

### **Make-up Work Policy**

Attendance is very important. Excessive absences will likely prevent students from successfully completing the course. It is solely the student's responsibility to make contact with the teacher to initiate all make-up work. I encourage you to obtain at least two phone numbers of other classmates who can be contacted for make-up work or assistance with assignments. Please read and follow the Roswell High School policy on make-up work as printed in your student agenda. Students are expected to make up missed tests and quizzes as soon as possible and they only may be made up before or after school during the times designated in the beginning of this document. According to school policy, work made up due to an unexcused absence will receive a 10% grade reduction.

### **Computer Science Plagiarism Statement**

Plagiarism is the act of copying someone else's work without permission. Plagiarism can refer to the replication of a written work verbatim, or merely the reproduction of someone else's ideas. Acts of plagiarism might include, but are not limited to 1) copying a classmate's code; 2) using code from a published source without proper documentation; 3) using excessive editing suggestions of another student, parent, or tutor. Plagiarism on any project at Roswell High School will result in a zero for the assignment and an honor code violation. Unless directly stipulated by the teacher, collaboration on computer programs is not acceptable. Cheating on tests will result in a zero for that assignment. For more information on the honor code policy, please refer to the student agenda. Students who willingly provide other students with access to their work are also in violation of the Honor Code.

### **Computer Usage Policy**

1. I will limit my use of technology in school to the educational objectives established by my teachers;
2. I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information;
3. I will follow the rules on network etiquette, which includes the use of appropriate language and polite responses. I will not use abusive language of any type, including swearing and name-calling;
4. I will not share my home address or phone number with another user for any purpose;
5. I understand that information received on-line is private property, unless specified. I will not plagiarize information received in any form;
6. I will not use or access another person's account, and I will not share my password with anyone else;
7. I will not attempt to bypass the security built into the system or network, and I recognize that doing so will result in immediate cancellation of my privileges as well as disciplinary measures dictated by this school's administration;
8. I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network;
9. I will not use technology access provided by Fulton County Schools for illegal purposes of any kind;
10. I will not use technology access to transmit threatening, obscene, or harassing materials
11. I will not engage in any on-line chat rooms nor play any on-line games unless specifically authorized to do so by my teacher for educational purposes;
12. By signing this waiver and consent, I understand and agree that Fulton County Schools will not be held responsible if I participate in any such activities;
13. I understand my responsibility as a user of telecommunications. I have read the above rules and realize that any infraction will cancel my user privileges and may result in further disciplinary action, including suspension from school.
14. I agree to adhere to any additional computer usage policies as set forth in the school agenda.



--- FOR PARENTS ONLY ---

Student Work/Picture/Print Release Form for Minors

\*Please initial and sign below if you grant permission.

(initials) \_\_\_\_\_ Roswell High School and the Career & Technical Education Department has my permission to publish my child's work/picture/print material in the media to help promote the school's programs.

(initials) \_\_\_\_\_ You may also use my child's student work/picture/print material on the World Wide Web to help promote the school's programs.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Advisory Council Participation for Parents

An initiative in place to create a stronger bond between the school, local business, and our community is the creation of a Program Advisory Council for each area of Career & Technical Education including;

- Business Education & Computing
- Cosmetology
- Engineering
- Family & Consumer Science
- Video Broadcast Production

\*Please circle your area of expertise above and then sign below if you would like to join our advisory council and help us create a better connection between school and the community as well as improve instruction within our programs! Thank you!

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Job Title & Employer: \_\_\_\_\_

Best Contacted by Phone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Email address: \_\_\_\_\_@\_\_\_\_\_

