Computer Fundamentals

South Eugene High School

2017-2018

Faculty Name:	Mary Taylor
Contact:	taylor_m@4j.lane.edu
Room:	9 (Computer Center)
IA time:	Ms. Taylor is always available via email (taylor_m@4j.lane.edu) and by appointment.
Credits:	.5 credit, Applied Arts (elective)
College Credits:	Aligns with CIS 101 (Computer Fundamentals) at LCC, for 3 Computer Science credits
Course website:	eugene4j.edmodo.com
Grade updates:	staff.4j.lane.edu/~taylor_m login with last name (username) and student ID number (password)

Course Description

This course is a hands-on introduction to the personal computer and application software. Students will learn basic computer terminology and the role of computers in society. Students will also perform common tasks with word processing, spreadsheets, presentations, Databases, and Internet software - including email.

Specifically, students will learn:

- Basic computer concepts and terminology
- Windows programs and file management
- Functions of browsers (Chrome, Firefox)
- Office Ribbon interface
- Introductory skills with Microsoft's Office 2013 applications – MS Word, Excel, PowerPoint, and Access
- Send/receive email with attachments
- How to work the Windows operating system.

Learning Objectives

At the end of this course the student will be able to:

- Converse in basic computer terminology and formulate opinions about the impact of computers on society
- Create, format, and save word processing documents
- Create, format, and save simple spreadsheets
- Create an overhead projector presentation
- Create a simple database, with Graphical User Interface, and reports
- Access and evaluate internet-based information
- Use e-mail to communicate with others
- Organize disks and files
- Integrate software applications into life and school work

Materials required for this course

There is no textbook for this course; all materials are available online. Windows 7 and Office 2013 are the versions of software used in class, and it is not necessary for students to work outside of class.

Teaching Methods Employed

Differentiated (Individualized) Instruction. In an attempt to maximize course offerings and learning at SEHS, Ms. Taylor offers all eight (8) computer courses every period she teaches. Seven of these are "College Now" courses (see below). The curriculum for each course is broken into weekly chunks and students are expected to keep their eye on each weekly Due Date. If they are unable to complete the week's work by that date, students are welcome to work during free periods, lunch, and/or to take learning materials home and work there. Late work is not penalized; the Due Dates exist to ensure that each student will have the greatest chance of successfully completing the course by the end of the term.

If students wish to move more quickly through the material, they are welcome to do so.

Work revision. Each assignment/product receives close attention by Ms. Taylor. Scoring is as described in "Grading Policies" below. If a top score was not reached, Ms. Taylor gives specific feedback as to what was missed, and students are invited to learn these additional skills/concepts and re-submit the assignment. By analyzing the questions missed, students can earn the privilege of re-taking quizzes, as well.

Peer support. The lab (Room 9) has 40 computers, and classes are generally full. At the start of each term, each student is invited to choose one of the eight course offerings, and they are assigned a computer, usually in proximity with other students taking the same course. Cross-fertilization of ideas and learning is encouraged.

Online course management. The "Edmodo" online tool is used to deliver course content. There, students find each assignment – organized by due date – turn in their work, and make comments. Ms. Taylor receives, grades, and comments on each assignment via Edmodo, as well. Overall grades are posted on an almost-daily basis (see above for link).

Dual (College Now) Credit

Computer Fundamentals is one of a number of courses for which Ms. Taylor has an articulation agreement with Lane Community College, through the High School Connections/College Now program. When it has become clear that the student is going to succeed in completing the course and earning an A or B, Ms. Taylor guides them through admission as a College Now student at Lane, and, with their "L number" they enroll in the corresponding course and term. At the end of the term, Ms. Taylor inputs grades via LCC, so the student receives college credit on their Lane transcript. The credit is good at almost every college/university in the U.S.

Classroom/Behavioral Expectations

1. Students are expected to arrive on time. Attendance is reported within the first 10 minutes of class.
2. Students are expected to use their assigned computer and to report any difficulties to Ms. Taylor.
3. Students are expected to ask for help ANY time a direction is not clear or there is any other hindrance to their learning. It is not acceptable to skip over anything that is not understood.
4. Students are expected to work consistently for the duration of the class; when one lesson is finished, the next one should be started. (Likewise, if a course is finished, another is begun!)
5. Students are expected to save ALL work on in their school server (files1) account, instead of the particular computer (hard drive) where they sit and work. This is a much safer place for the files.
6. Students in this class are not allowed to use the Internet for anything other than logging into Edmodo and completing course activities.
7. Games of any kind are not allowed (except as they are being tested by Game Dev students).
8. Students may not have food (including candy) or drink at the computers, except for water in closed containers. They may keep other drinks, in closed containers, at the computer-less tables, and visit them there.
9. Students are expected to check in with Ms. Taylor if they need to leave the room for a short period of time (bathroom, drink, etc.).

10. Students are expected to take breaks when and if they are needed; staring at a monitor for 70 minutes straight is not encouraged. Simple exercises to relieve eyes, wrists, etc. are encouraged.
11. Students may not socialize (talk) during class, other than to help each other understand the computer concepts at hand.
12. Cell phones should not be seen or heard, with the exception of their use with headphones for providing music, if it helps the student work.

Special Needs

Appropriate modifications and accommodations will be made for students with identified special needs. Identified IEP, 504, and TAG students generally feel at home in this classroom environment, since learning is pursued without comparisons of any sort being made, and distractions are minimized. Each student is encouraged to take the time they need for the activities of this course, which they have elected to take.

Grading Policies

This course uses the following category weights, to honor the relative importance of various assignment types:

Start-of-term (syllabus, etc.)	1%
Assignments	64%
Study Notes	10%
Quizzes	10%
Midterm Exam	5%
Final Project	10%

Quizzes. Quizzes – to assess conceptual knowledge of material studied in the first weeks of the course – are delivered online and are scored according to a maximum of 100%. If a score lower than 100% is obtained, students are invited to analyze their errors and earn a quiz re-take.

Activities. Since "the proof is in the pudding" – much emphasis is given to the course activities, in which students create documents, spreadsheets, and presentations with Microsoft Word, Excel, and PowerPoint, respectively. Each assignment has a particular correct result, the production of which indicates mastery of various features of each program. Ms. Taylor reviews each of these details and assigns a score of 1-4, according to the following rubric. Scores lower than 4 receive specific feedback and an invitation to re-learn and re-submit the product until mastery is gained. Activities not submitted by due dates receive Missing/0; a score which is updated when the work is received. Late work is not penalized, for the length of the trimester.

Level of Mastery	**Indicated by**	**Score given**
Complete	Result with 0-1 small error	4
Approaching	Result with 2-4 small errors	3
More work needed	Results with 5 or more errors	2
Much work needed	Wrong assignment submitted	1

Computer Fundamentals Course Schedule

Week	Course Topics and Activities
1	1.1 **Computers, Windows Operating System, Applications** 1.2 Week 1 Quiz 1.3 Week 1 Assignment
2	2.1 **Windows File System, Snipping Tool, Internet, Browsers** 2.2 Week 2 Quiz 2.3 Week 2 Assignment
3	3.1 **Cloud Computing & Google Drive, Microsoft OneDrive, Google Gmail, Contacts, Calendar** 3.2 Week 3 Quiz 3.3 Week 3 Assignment
4	4.1 **MS Office Options, Microsoft Word – Word Basics, Working with Text** 4.2 Week 4 Quiz 4.3 Week 4 Assignment
5	5.1 **Word: Working with Text (cont'd), Working with Objects, Reviewing Documents and Collaboration, Mail Merge,** Tips/Advanced Features in Word (optional) 5.2 Week 5 Quiz 5.3 Week 5 Assignment
6	6.1 **Google Docs, Microsoft OneDrive Word** 6.2 Week 6 Quiz 6.3 Week 6 Assignment
7	7.1 **Midterm Exam** 7.2 **Excel Basics** 7.3 Week 7 Quiz 7.4 Week 7 Assignment
8	8.1 **Microsoft Excel – Formulas & Functions, Working with Data, Doing More with Excel, Google Sheets, Microsoft OneDrive Excel** 8.2 Week 8 Quiz 8.3 Week 8 Assignment
9	9.1 **Microsoft PowerPoint Basics, Text & Objects,** OPTIONAL: More Objects, Reviewing Presentations & Collaboration, Customizing Your Presentation, PPT Extras, Google Slides 9.2 Week 9 Quiz 9.3 Week 9 Assignment
10	10.1 **Microsoft Access Basics, Working with Data, Running Queries & Reports, Database Design Tips, More Access Tasks, Extras** 10.2 Week 10 Quiz 10.3 Week 10 Assignment
11-12	**FINAL PROJECT**

After reviewing the information and policies detailed above, please detach this portion of the syllabus, sign it, and bring the signature portion (only!) to Ms. Taylor. Thank you!

I have read the syllabus: _____

Print Parent Name Parent Signature Date

I have read the syllabus: _____

Print Student Name Student Signature Date