**Essentials of Computer Literacy**

2022-2023 Course Syllabus

Instructor: Deborah Minassian, M.Ed.

Location: Room 257

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**Course Description:**

**Grades 9-12 0.50 Credit/ Quarter**

This course is designed to provide students with entry-level experience with practical applications through hands-on use of word processing, presentation, database, spreadsheets, Internet, and e-mail to prepare documents and reports. The impact of computers on society and ethical issues are presented. Integration of applications and Windows will also be introduced. This course meets the computer credit requirement for graduation and is a Running Start course. Students are eligible to earn 3 college credits with successful completion of this course.

**Classroom materials:**

Provided by the instructor

**Goals and Objectives of this course:**

Students obtain foundational knowledge in the following areas:

* Identify and apply basic computer skills including typing using the “home row.”
* Identify basic operating system maintenance for hardware and software.
* Explain and use concepts, terminology, and applications of windows operating system, and software packages such as Microsoft Office and other applications.
* Demonstrate creating, editing, saving, revising, and printing word processing documents including spreadsheets and related graphs; database files and related reports; and various presentation programs.
* Identify and describe types of electronic communication.
* Use a web browser to navigate hypertext documents, download files, and use search engines.
* Discriminate between ethical and unethical uses of computers and information.
* Demonstrate a basic understanding of issues regarding software copyright, software licensing, software copying, computer viruses, and ways to protect computers from computer viruses.
* Demonstrate a basic understanding of the impact of computers on society.
* Research and analyze career opportunities and develop an employment portfolio (letter of application, resume, business card, etc.)
* Demonstrate employability and social skills relative to a career.

**Assessments:**

Graded assignments, testing, projects, and hands-on labs are evaluated as follows: Formative or Summative. Formative assessments determine how well you are grasping the concepts presented. This could be a quiz on new terms introduced, or demonstration of the skills you have learned through a hands-on activity. Summative assessments determine how well you have learned the concepts of the chapter(s). Summative assessments would include exams, collaborative projects, or demonstration of your overall skill.

**Formative assessments and other non-summative categories:**

Instructor will grade these assessments within one week after the due date. Students can re-submit work, **once**, within 5 days after receiving the initial grade. Work is due on the due date, unless negotiated in advance with the instructor. Work submitted late will receive the following score: Grace period of three days after due date; students will lose 10 points each day. On the third day, the highest score you will receive is a 70. Work turned in after three days will receive a grade of 50. If you are struggling with an assignment, please ask for help, attend flex, or arrange time on Wednesday afternoon.

Students must complete all labs, quizzes and exams to be eligible for a certificate of completion signed by the instructor and to receive running start credit.

**Summative assessments:**

Summative assessments are due on the date assigned. Mid-term and Final Exams are scheduled in advance. Students take exams on the day they are scheduled. Students, who are unable to take the exam as scheduled, must make alternative arrangements with the teacher.

Grading is as follows:

**Formative: 20%**

* Soft skills, professionalism, conduct
* Quizzes
* Hands-on assignments

**Summative: 80%**

* Exams
* Final Projects
* Competency – demonstration of a particular skill

**Student Expectations: Whether we are in the classroom or online**

* Arrive on time, be prepared, ready to work, and learn.
* Professionalism. .
* Follow all safety rules at ALL times.
* Check Google Classroom and Complete all assignments and assessments.
* Be respectful and kind to one another.
* Raise your hand when asking or answering questions.
* Equipment, peripherals, devices, components and tools are in the classroom for all students to use. The removing any equipment, peripherals, devices, components or tools without permission, will not be tolerated.
* **Use of personal technology (smart phones, cell phones, iPods, iPads or similar) are at the teacher’s discretion only. Personal technology devices are out of sight and silenced.**

**I plan to register for the Running Start (college credit) program.**

**Student name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Outline:**

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| Week (Estimation) | Lecture Topics | Assignments |
| 1 | Course Overview, Syllabus  Keyboarding  Introduction to MS Word | Instruction given during class. See Google Classroom for up-to-date information. |
| 2 | File Extensions, Management and Organization  MS Word Project | Instruction given during class. See Google Classroom for up-to-date information. |
| 3 | Web Browsers and Search Engines  On-line safety | Instruction given during class. See Google Classroom for up-to-date information. |
| 4 | System software – OS  Software Applications  Computer Viruses | Instruction given during class. See Google Classroom for up-to-date information. |
| 5 | Social Media  Introduction to MS Excel | Instruction given during class. See Google Classroom for up-to-date information. |
| 6 | MS Excel  Excel Project | Instruction given during class. See Google Classroom for up-to-date information. |
| 7 | E-mail and communication  Parts of the Computer | Instruction given during class. See Google Classroom for up-to-date information. |
| 8 | Introduction to PowerPoint  Prezi, Animoto, and other creative tools. | Instruction given during class. |
| 9 | PowerPoint Final Project | Instruction given during class. |
| 10 | Employment readiness  Social etiquette  Linked In  Employment web sites | Instruction given during class. |
| 11 | Employment readiness  Letter writing (cover letter) | Instruction given during class. |
| 12 | Employment readiness  Writing a Resume | Instruction given during class. |
| 13 | Employment readiness  Employment applications | Instruction given during class. |
| 14 | Employment readiness  Interview skills | Instruction given during class. |
| 15 | Introduction to MS Access | Instruction given during class. |
| 16 | Data Base Practice | Instruction given during class. |
| 17 | Access Final Project | Instruction given during class. |
| 18 | Final Course Project | TBD |