

Real-Life Technology & Computer Applications with Ashley Sigrest

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Goals: This computer course will introduce computer concepts, terminology, operating systems, electronic communications, computer safety, as well as, applications such as Microsoft Office Suite, Google Docs, Canvas, and several presentation tools. Concepts will be demonstrated in class and supplemented by hands-on computer use with at-home assignments. Class time will be provided to introduce and demonstrate real-life computer concepts and applications. Students can expect to learn how to be successful with technology as they transition into their college and career life.

Students will also learn about social media safety, making a passive income through various social media outlets, designing ads, memes, graphics, videos, websites, & how to put these together to create an online business for themselves & how to help other businesses, organizations, or ministries with their social media presence & public relations. They will also learn about E-commerce & how to conduct safe business practices online. Classes will also discuss the ever changing advances in technology & what careers they may pursue in this constantly growing field from known computer/IT jobs to how other careers use technology as well; including the medical field & even trade jobs like plumbing, welding, electrical, etc.

Prerequisites: Basic knowledge of computers **Class Day/Time:** Thursday, 2-3pm

Fees: *one time supply fee:* \$40 (Supplies need for the class are listed below) *tuition:* \$40/month, \$320/year

EXPECTED OUTSIDE CLASS TIME

Students should expect to spend up to 3 hours outside of class to finish weekly projects. The final project may take up to 5 hours outside of class over the course of several weeks.

- Access to a computer & the Internet (at home)
- Access to a printer (for printing occasional assignments)
- Ability to create a Google email account (we will do this as a class activity if the student does not currently have one.)
- Access to Adobe PDF reader (this is free)

- Access to Microsoft Office. If you do not currently have this software or have a subscription.
- A good attitude and respect for students and instructor.

ATTENDANCE

Attendance--Due to the nature of the class, frequent absences will put a student at an academic disadvantage. Students are responsible for making up missed assignments. I will work with students who need to miss for school activities.

PLAGIARISM

It is important to learn the academic policies for plagiarism from a young age. Any information you use from another source must be cited appropriately. All projects must give credit to the original source.

CHANGES IN CLASS TOPICS

The instructor reserves the right to adjust the topics and assignments throughout the semester. Students are responsible to learn about these changes if classes are missed. These changes will be noted on Canvas through the assignment or an announcement.

USE OF CANVAS

Students will be sent instructions before the first class to join Canvas (if they have not used Canvas before.) This is how we will conduct all communication, assignment completion, and outside class discussions. Grades will also be automatically calculated in Canvas.

It is imperative that you and your student become familiar with this platform before class begins. (I will send instructions and a class assignment before our first class to ensure everyone is on the same page.) I will add a parent as an observer on Canvas so that you may observe your student's progress and grades. Please contact me with any questions. 601-421-3428 (text).