



Syllabus for 9th Grade Computer Applications

Instructor: Kelly Choplin
Time: 7th period, MWF
Room: Computer Lab (Room 128)

Texts:

None required. Class will use handouts and online resources as needed. Instructor will use customized projects in addition to the prescribed curriculum purchased through Technology Resource Center.

Software in school lab:

For Internet access: Microsoft Internet Explorer 7.0, Mozilla FireFox 2.0
For applications: Microsoft Office 2007 (Word 2007, PowerPoint 2007, Excel 2007)
For operating system: Microsoft Windows XP Professional (operating system).

Hardware:

26 Dell desktop systems with LED monitors
USB ports and DVD drive

Goal:

To continue enhancing and improving computer skills learned in middle school, including working with a word processor, a spreadsheet program, a presentation program, and the Internet. Upon completion, students should be comfortable with the computer programs often used for higher level school assignments and college projects. Products of this class include, but are not limited to, a college comparison budget, a research paper, a data collection project, and multiple presentations.

Topics Covered:

Within 9th Grade Computer Applications, students will cover the following topics, using the skills learned to produce class projects:

Operating System (Windows XP Pro) – Brief, basic review before moving forward

1. Review hardware components.
2. Review file management techniques (creating, saving, copying, moving, deleting, and backing up files).
3. Review customization features of the operating system.

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Web Browsers (Internet Explorer, Firefox) –

Brief, basic review before moving forward

1. Review creating & organizing favorites.
2. Review search techniques and search engines.
3. Review copying text and graphic objects from web sites.
4. Review printing options.

Word Processing Software (Word 2007)

1. Identify Help features.
 - a. To compare commands of older versions of Word with 2007 version.
 - b. To find help on specific topics.
 - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.
2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other word processing packages (such as Microsoft Works, for example) to Word 2007 documents.
4. To increase skills using many of the formatting features of Word 2007, including Quick Styles, AutoFormats, Illustrations, SmartArt, and more.

Spreadsheet Software (Excel 2007)

1. Identify Help features.
 - a. To compare commands of older versions of Excel with 2007 version.
 - b. To find help on specific topics.
 - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.

2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other spreadsheet packages (such as Microsoft Works, for example) to Excel 2007 documents.
4. To increase skills using many of the calculation, charting, and table features of Excel 2007, including Quick Styles, AutoFormats, Charts, and more.

Presentation Software (PowerPoint 2007)

1. Identify Help features.
 - a. To compare commands of older versions of PowerPoint with 2007 version.
 - b. To find help on specific topics.
 - c. To find online tutorials and guides from Microsoft's extensive Support area of Microsoft.com.
2. Examine the "tabs, groups, and command buttons" of Microsoft's new Ribbons.
3. Explore ways to save files in various formats in 2007 and to convert files created in other spreadsheet packages (such as Microsoft Works, for example) to PowerPoint 2007 documents.
4. To increase skills using many of the new presentation design features of PowerPoint 2007, including Quick Styles, SmartArt, WordArt, Transitions, Animations, Charts, and more.

Grading for 9th Grade Computer Class

Daily Class Participation (40% of quarterly grade):

To teach a computer class, I need students' full attention to the steps I'm showing them on the projector screen. If you are talking to a friend or playing a game on the Internet, you are missing the steps. For this reason, the Daily Class Participation grade is the most important part of this class' overall grade.

This grade reflects how well you listen to the instructor, follows directions, stops talking when asked, etc. Everyone walks into the classroom each day begins with a 100 as your daily class participation grade. Each time I have to call you down for talking, surfing the Internet, playing games, or doing anything other than what I have asked them to do, your daily participation grade decreases.

Projects (40% of quarterly grade):

For each unit in our new curriculum, you will produce a project. There will also be quizzes on the unit throughout the quarters - covering terms, keyboard shortcuts, etc. With my quizzes, I will provide a review sheet that will prepare you if you study it.

Quizzes (20% of quarterly grade):

Quizzes will take place each time we have covered a small amount of material. For example, one quiz may cover only Text Boxes and AutoShapes, using the Drawing tools we cover in class for two weeks.

Homework:

If you listen and work well in class, you won't have homework. However, if we have a deadline for a project and the majority of the class has completed the project by the deadline, you may have to do some work on your own so that the class can move ahead on schedule.

Computer Class Resources:

I will work to keep grades up in RenWeb. It is my understanding that parent logins/passwords will be mailed out soon, so you can keep up with your progress. If you want to get copies of documents I have handed out, be sure to check our website at <http://www.ccscolts.org> (look for the Computer Class Resources link on the home page). For example, the course syllabus is at the top of the page.

Questions? Please email me at kchoplin@ccscolts.org and I'll respond ASAP.
Mrs. Kelly Choplin

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