

# Computer Applications

2024-2025

## Instructor Email Office Location & Hours

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Room B210

Office Hours: Before school, after school, or during lunch by appointment

## Phone

208-578-5020 x2254

## Course Description

This course is designed to introduce students to the use of *industry-standard* computer applications for solving business and education problems. Topics include file management and storage types; the use of word processing software (Office 2019/365 - Word) for purposes of creating basic business documents; the use of spreadsheet software (Office 2019/365 - Excel) for storing data and solving mathematically based problems; the use of database software (Office 2019/365 - Access) for tracking and sorting data and the use of presentation software (Office 2019/365 - PowerPoint) to support the delivery of effective presentations. Emphasis will be on increasing efficiency in new software, discovering differences between Google and Microsoft platforms, and researching emerging technologies including digital media, internet safety, and computers.

Units	Unit Question	Statement of Inquiry	Example Activities
<b>Business Tools Solutions</b>	Which tool do you use in developing your innovative product?	The development of digital documents with focus on resources and innovation.	Office 2019 and/or Microsoft Office 365 – Production/Document Formatting: flyers, newsletters, presentations, spreadsheets, database. Keyboarding speed drilling for improvement.
<b>File Organization</b>	How do I organize my files and folders to prepare them for sharing with others?	Create, organize, share, and link files. What file types should I use when sending to others?	Students will create, color, organize, and share files and folders they create in Google Cloud. They will have the opportunity to link and copy files as well as choose file types appropriate to business sharing.
<b>Internet Safety</b>	Are you safe?	Technology and creativity can be used together to accomplish a wide variety of goals.	Students will create a poster on the topic of internet safety after watching a video and/or completing a digital certification program in safety.
<b>Thinking “Inside” the Box</b>	What’s inside?	Technology and creativity can be used together to accomplish a wide variety of goals.	Exploration of computer components by using an actual computer. Making an informed decision on purchasing a computer.

<b>Media Tools</b>	What impact does a collection of final works have on the target audience?	You can communicate your thoughts into a virtual portfolio of projects showing growth & ideas.	Create and share a portfolio.
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## Objectives

By the end of this course, students will be able to:

- expand on keyboarding skills and use special characters and keyboard shortcuts. •
- Learn and use business/computer/technology-related terminology.
- Learn the basics of MS Word, Excel, and PowerPoint - using Office 2019/365. •
- Create, format, and edit business documents.
- Distinguish between good and bad online etiquette.
- Use software to create and share a portfolio.
- Understand computer parts, repair, and troubleshooting including how to purchase a computer. •
- further their understanding of the importance of cyber-safety.

## Resources/Software that may be used:

- Microsoft Office 365
- Google
- Typing.com
- Typing Club
- Monkey Type
- Everfi

## Methodology

This class is mainly hands-on using computers and technology equipment. Students will also be presenting or sharing projects with the class.

## Course Schedule

The course schedule is in Schoology. Schedules are posted weekly and adjusted as needed for the class.

## Methods of Assessment/Grading Policy:

FORMATIVE: Daily Work 10%

SUMMATIVE: Summative Assessments/Quizzes/Projects 90%

- **Summative assessments will make up the majority of the grade. 90% of grade**
  - Retakes/reassessments/revisions are not penalized by point deductions or averaging multiple attempts.
  - **Because they indicate mastery of standards, missing summative assessments will be marked zero, and parents will be contacted when zeros are put in the electronic gradebook.**
  - Students have up to one week to complete missing summative or revised assessments unless other arrangements are made with the teacher.
  - A summative assessment may be taken or completed one additional time.

- **Test Corrections**
  - 75% of formative work must be completed to be eligible (3 of every 4 assignments)
  - Any student who scores below a 90% may be eligible to complete test corrections, except on Finals which are not eligible for revisions
  - 1st test taken or scheduled on or before initial exam date with the exception of sickness and/or emergencies
  - Student must consult with the teacher and schedule test corrections outside of class time.
  - If a student skips a class to avoid the summative assessment, they will not be eligible to complete test corrections at a later date.
- **Formative: Evidence of formative assessment needs to be present in the gradebook. 10% of grade**
  - **Formative assignments that are not turned in will be marked missing and receive a 0 in the gradebook.**
  - Assignments shall be directly correlated to standards found on approved curriculum maps. (i.e. no 'Syllabus' for points)
  - Late formative work can not be penalized by point reduction and must be accepted up until the end of the unit.
  - Teachers shall establish reasonable time frames for the completion of formative retakes/revisions/reassessments during the unit of study. Some exceptions may apply in extenuating circumstances.