

Course Syllabus

Course Description	<p>Introduction to Computer Applications is designed to familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their high school, college, and future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word-processing, spreadsheets, databases, and multimedia presentations. Students will also investigate Internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers.</p> <hr/>
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none">• Be able to identify computer hardware and peripheral devices• Be familiar with software applications• Understand file management• Accomplish creating basic documents, worksheets, presentations and databases• Distinguish the advantages and disadvantages of networks• Experience working with email and recognize email netiquette• Explore the Web and how to conduct research• Identify computer risks and safety <hr/>
Course Materials	<p>This course is not text dependent.</p> <p>Hardware and Software: Computer with CD Rom and Audio Speakers Windows operating system (Windows 95, 98, Me, NT, 2000, XP, 2007) Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Internet Explorer, Publisher) Adobe Acrobat Reader to view PDF files</p> <hr/>
Parent Participation	<p>Parents are encouraged to follow student progress and to be proactive in the online learning process. Parents can login to the online course to monitor student progress and check grades. Parents are also encouraged to communicate with the instructor should any questions or concerns arise.</p> <hr/>
Communication	<p>Communication is the key to success in the online course environment. Students are encouraged and should contact the instructor via email with any questions or concerns. Students will also have the opportunity to discuss course related issues through the discussion board and chat room. The instructor will post announcements on the course homepage as well as send periodic emails to the entire course roster.</p> <p>Each unit you will complete two discussions relating to the chapter being reviewed using the Discussion board.</p> <hr/>
Assignments	<p>Each unit you will complete and submit assignments. The assignments are relative to the lectures, and presentations provided each unit. You can access the Assignments by clicking on the Assignment button on the course menu.</p> <hr/>
Project	<p>During this course you will choose ONE of three available projects to complete by Unit 8.</p>

The project options include:

- Computers and Society
- All About Bill
- Computer Ethics

You will utilize the first four units of the class to research and develop a project proposal. You will submit your project proposal to your instructor for critique and review. During the last four units of the class you will spend your time developing, formatting and finalizing your project using the Microsoft program of your choice. Your final project submission will include a Microsoft document, spreadsheet or presentation.

You will learn more about your project options and find directions through the course.

**Course
Outline**

Course Home	<p>Review:</p> <ul style="list-style-type: none">• Syllabus• Calendar• How to Post Assignments• Academic Honesty• What is Plagiarism?• Writing Standards• How to Write a Bibliography• Cornell Note Taking Instructions• Cornell Notes Example <p>Activities:</p> <ul style="list-style-type: none">• Student Lounge• Questions• Questionnaire
Unit 1: Computer Basics	<p>Review:</p> <ul style="list-style-type: none">• Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none">• Computer Basics• Office Basics• If You Have an Older Version...• Working with Files <p>Activities:</p>

	<ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Discussion Board • Assignment • Questions to Ponder • Quiz • Project
Unit 2: Working with Word	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Creating a Document (Working with Word) • Text • Shortcuts • Proofing Tools • Creating Tables • Creating Charts • SmartArt Diagrams • Drawing and Manipulating Lines, Shapes, and Other Objects • Finalizing Your Document • Word Quick Reference <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Assignment • Discussion Board • Quiz • Project
Unit 3: Working with Publisher	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Introducing Publisher • Refine Your Publication • Finalizing Your Publication

	<p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Discussion Board • Assignment • Questions to Ponder • Quiz • Project
<p>Unit 4: Excel</p>	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Creating a Worksheet (Using Excel) • Formatting Your Worksheet • Finalizing Your Worksheet <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-test • Vocabulary • Discussion Board • Assignment • Questions to Ponder • Quiz • Midterm
<p>Unit 5: PowerPoint</p>	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Creating a Presentation (Working with PowerPoint) • Finalizing Your Presentation • PowerPoint Quick Reference <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-test • Vocabulary • Discussion Board

	<ul style="list-style-type: none"> • Assignment • Questions to Ponder • Quiz • Project
Unit 6: Access	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Creating a Database (Using Access) • Finalizing Your Database <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Discussion Board • Assignment • Questions to Ponder • Quiz • Project
Unit 7: eMail	<p>Review:</p> <ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • What is a Network? • Working with eMail <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Discussion Board • Assignment • Quiz • Project
Unit 8: The Web	Review:

	<ul style="list-style-type: none"> • Learning Outcomes <p>Lectures:</p> <ul style="list-style-type: none"> • Browsing the Web • Computer Risks and Benefits <p>Activities:</p> <ul style="list-style-type: none"> • Unit Pre-Test • Vocabulary • Discussion Board • Assignment • Questions to Ponder • Quiz • Project • Final Exam
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**NUVHS
Expected
Schoolwide
Learning
Results
(ESLRs)**

NUVHS Expected Schoolwide Learning Results (ESLRs):

It is anticipated that NUVHS students will be:

Engaged Learners

1. Demonstrate self-directed learning skills such as time management, and personal responsibility through the completion of course requirements
2. Develop an understanding of their own preferred learning styles to enhance their overall academic potential
3. Incorporate effective and relevant internet and multimedia resources in their learning process to broaden their knowledge base

Critical Thinkers

1. Effectively analyze and articulate sound opinions on a variety of complex concepts
2. Illustrate a variety of problem-solving strategies that strengthen college preparation and workforce readiness
3. Formulate a framework for applying a variety of technology and internet-based research to enhance information literacy and collaborative thinking

Effective Communicators

1. Demonstrate awareness and sensitivity to tone and voice in multiple forms of communication
2. Express concepts and ideas in a variety of forms
3. Enhance communication skills through the use of media rich or other technology resources

Global Citizens

1. Appreciate the value of diversity
2. Understand the range of local and international issues facing today's global community
3. Demonstrate awareness of the importance of cultural sensitivity and social responsibility in the 21st century

