

Subsidiary Course Agreement / Semester Syllabus

- **Course:** Computer Applications (9-12) **Number:** 4421 - 4422
- **Subject Teacher:** Steve Antti **Ph:** 858-627-7486
- **Student:** _____ **Grade:** _____

Description of Course: This is an activity-based elective, which may be completed at school, or at home. Computer Applications is designed for the student to expand skills in all areas of computer technology. This course provides instruction in understanding the following: Word processing, graphics, page layout, keyboarding, tables, spreadsheet, database, telecommunications, internet research, multimedia and presentation software web design, development, and publishing.

Throughout each semester students will have multiple opportunities to explore and practice *California Content Standards* in English Language Arts/Technology such as: keyboarding, creating electronic documents, organizing text, formatting, designing and publishing, conducting information searches, integrating data bases and graphics, plus delivering multimedia presentations.

Directions: Submit a work packet each month addressing the detailed objectives listed below. On or before each monthly due date the course packet is due to supervising teacher. You need to have completed work in these areas: (Word Processing, Data Base, Spreadsheet, Multimedia, Web Design). After assessing the school work for attendance credit, the supervising teacher will pass your packet to the subject teacher for academic evaluation. If you have questions about this syllabus, please see the subject teacher.

Semester One Content, Monthly Topics, and/or Chapters:

Month 1. Pgs. 224-225, Activities 1-6, Pg. 401, Activities 1-2
Month 2. Pg. 268 Documents 1-3, Pgs. 434-436, Activities 1-5
Month 3. Pgs. 291-292, Documents 1-3, Pgs. 458-474, Lessons 1-7
Month 4. Pgs. 315-322 Activities 1-13, Pgs. 503-505, Activities 1-5
Month 5. Pgs. 355-357, Activities 1-6, Pgs.515-517, Activities 1-5

Semester Two Content, Monthly Topics, and/or Chapters:

Month 6. Pgs. 241-242, Activities 1-5,
Month 7. Pg. 440-441 Activities 1—5
Month 8. Pgs. 299-300, Activities 1—4, Pgs. 475-490, Jobs 1-17
Month 9. Pgs. 508-514, Activities 1-10
Month 10. Pgs. 358-365, Activities 1-14,

Objectives & Methods of Study:

1. Read instructional material preceding listed pages above.
2. Complete the activities, lessons, or documents listed above.
3. Print out your work to give to your Supervising teacher.

4. Write a description and assessment of your assignment on your cover sheet. Include a summary, plus personal evaluation of product. What parts are complete and well done? What parts did you struggle with?

Computer Applications

Resources:

Century 21 Computer Applications and Keyboarding, Thomson, 2002
Multi-media lab
Computer Workshops
For computer files to download and use with the textbook go to the
Mt Everest Web Page <http://www.sandi.net/mteverest>

Due Dates:

See page two of Master Agreement or newsletter.

Evaluation criteria and methods:

Attendance credit for each month and all assignments will be based on submission of monthly work by due dates listed on assignment agreement. Work submitted after the due date cannot earn full credit. Academic grades will be based on the quality and quantity of work submitted on time according to directions and expectations above. In keeping with San Diego City Schools procedure #4705 the following grades will be used

- "A" grade = Consistently superior quality work.
- "B" grade = High quality or above average work.
- "C" grade = Satisfactory or average work quality.
- "D" grade = Low quality or quantity student work.
- "F" grade = Failure, credit not granted.
- "I" grade = Incomplete course work (insufficient quantity or quality).
- "NC" = No credit.

Supervising Teacher: _____ Date: _____

Subject Teacher: _____ Date: _____

• **ESLRS (Expected School-wide Learning Results):**

Communicate effectively through reading, writing, listening and speaking.
Think and solve problems independently and critically.
Demonstrate the confidence, resilience, and self-esteem to succeed in life.
Use resources, including technology, to locate needed information.
Demonstrate good citizenship and personal integrity.

Computer Applications 1,2 Cover Sheet and Rubric

Name: _____ Due Date: _____

Book activities, lessons, or documents.

Circle Month: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10,

_____ / 40

Monthly Moodle Activity: Write description & assessment of project.

_____ / 50

Points for consistently superior work.

How to get a good grade: All parts are complete and show effort beyond average. All directions are followed and work submitted on time. Each sheet clearly shows name, subject, date. Each section from text shows page number.

_____ / 10

Total

_____ / 100