

Course Syllabus

Real Life Technology & Computer Applications

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.

Instructor: Jennifer Alford ~ 601-942-1255 ~ cjhmanda@gmail.com

Prerequisites: Basic knowledge of computers

Grade: 8th & Up

Textbook: None

Class Day/Time: Tuesdays 3:00 pm

Supply Fee: \$40 (Supplies need for the class are listed below)

Tuition: \$40/month, \$320/year

Class minimum: 6 students

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.)

CLASS LEARNING OBJECTIVES

Canvas Platform (used in many colleges to communicate with instructors and students)

Introduction to Computers

Internet History

Email & Email Etiquette

Google Online Safety & Protecting Yourself from Computer Crimes

Computer Repair & Investigations (How not to get scammed)

Apple vs Microsoft

Computer Shortcuts and Tips

Google Docs (Docs, Sheets, Slides, Draw, Forms)

Google Online Sharing & Collaborating

Google Image search (and appropriate use of images online and print)

Photo editing apps

Microsoft Apps (Word, Excel, Powerpoint, Publisher)

Kahoot (College instructors use this for in-class pop quizzes)

Presentation Tools (Free and paid online options)

Tech News & Jobs

Future Tech Exploration & How It Affects Your Future

E-Waste and Digital Dumping

What is E-Commerce and how to safely exchange and conduct business online

Optional: If there is time left at the end of the year, we will build a website/blog to introduce the student to ways of sharing their passions with the world.

TYPING SKILLS

This class will include a typing challenge component. It is imperative for students to have a basic knowledge of the keyboard with at least a minimum typing speed of 40-50 wpm to be prepared for life after high school. We will achieve this goal by doing weekly typing challenges using a free typing software of your choice. Students will report their typing speed weekly until their personal challenge goal is met.

ASSESSMENTS

Assessments will be given in several formats:

Class Assignment Grades

Weekly Activity Project Assignments	10%
Online Quizzes	5%
Class Discussion (through Canvas)	5%
Typing Challenge	5%
Group Project Assignment	5%

Test Grades:

Google Presentation Assignment (Teacher Choice)	20%
Microsoft Office Presentation Assignment (Teacher Choice)	20%
Final End of the Year Comprehensive Computer Knowledge Project	30%

SUPPLIES for CLASS:

Students will need access to a computer. It is unnecessary to bring this computer to class. Classes will be for presentation and discussion of topics, as well as, for project presentations.

- 2" Three-Ring Binder for keeping handouts
- 10 dividers for organizing handouts and notes
- Notebook Paper
- Pen/Pencil
- Access to Computer (at home)
- Access to 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.)
- USB Flash Drive (for bringing and presenting projects in class)
- Access to Adobe PDF reader (this is free)
- Access to Microsoft Office

- If you do not currently have this software or have a subscription, Microsoft offers a 30-day trial. Please let me know if you do not have this and I will be sure to let you know when to start the trial so the student will have access.
- 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.

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. In this class, we will use APA style for styling any short papers or paragraphs. 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 students progress and grades. Please contact me with any questions.