

Computer Concepts

The Mission of Hermon High School is to prepare students for personal success in college, work, and community.

2017-2018

Room #216

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Course Requirements:

None

Course Description:

This class will provide students with the opportunity to acquire a working knowledge of computer applications. Programs the student will work with are (but not limited to) Microsoft Word, Excel, PowerPoint, and Publisher.

Rationale:

This course is designed to help you understand and develop skills on the computer. It should help you in other courses throughout your high school career. It will give you the confidence to use computers in your everyday life here at Hermon and in your career.

Essential Questions:

How can this class help me become successful in the rest of my classes here at HHS?

Specific Learning Objectives/ Outcomes

Maine Learning Results

Visual and Performing Arts Section

B. Creation, Performance, and Expression - Visual Arts: Students create, express, and communicate through the art discipline.

B2 Composition Skills

Students use Elements of Art and Principles of Design to create original art works that demonstrate development of personal style in a variety of media and visual art forms.

ENGLISH LANGUAGE ARTS

D. LANGUAGE: Students write and speak using the conventions of *Standard American English*. They apply knowledge of grammar and usage when reading to aid comprehension. They know and apply rules of mechanics and spelling to enhance the effectiveness and clarity of communication

D2 Mechanics

Students demonstrate the use of the structures and conventions of Standard American English in their communication.

OUTCOMES:

The ability to proofread and correct errors. Format personal and business letters.

To develop a basic understanding and use of computer hardware

To train students in the proper use of Microsoft Office Software Word, Excel, PowerPoint, and Publisher

To instill a positive attitude toward the use of computers in our society

Format / Procedures / Behavior Expectations / Conduct:

Instruction Format:

The class will be taught by lecture, discussion, and demonstration.. You will be required to complete specific drills and tasks. Regular attendance is required for success in this course.

Grading Procedures:

See below

Projects are an important aspect of a hands-on course. Projects will be assigned periodically so that the student can use their newly acquired skill. By completing the projects, the student can reinforce their skills and better retain information learned in the course.

Academic Integrity

Each student in this course is expected to abide by the Hermon High School Handbook /Code of Conduct. Any work submitted by a student in this course for academic credit will be the student's own work.

Cheating: Whether a student gives or receives information during an examination or on an assignment the offense is the same. Both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the examination or assignment. In addition, any student referred to the office for cheating will be subject to progressive disciplinary action ranging from detention – suspension.

Plagiarism: Plagiarism is the willful act of copying someone else's work or idea and presenting said work as your own – this includes failure to cite said work. Plagiarism will not be tolerated. Students will receive a grade of zero for plagiarized work. In addition, any student referred to the office for plagiarism will be subject to progressive disciplinary action ranging from detention – suspension.

Our use of formative and summative assessments is designed to help each student be successful through improved instruction and a more accurate measurement of what it is a student knows or can do.

Formative assessments are used to provide important feedback to the teacher—as well as the student—regarding the student's current level of achievement on a particular standard. This formative work will help identify where and when a student requires additional instruction and on those areas a teacher needs to focus his/her instruction. The feedback from formative assessments is NOT included in a student's final grade.

Formative assessments will be reported using the following guide:

4= Excellent. The work not only fulfills expectations, but goes beyond in quality and/or quantity. Important information is included that is interesting and enhances the understanding of the topic. The work is neat and easy to follow. **3 = Satisfactory.** The work is complete and fulfills expectations. The information is important and shows understanding. The work is neat and easy to follow. **3= Room for improvement.** The work may not be complete. It does not fulfill the expectations and requirements. The information included is common, redundant, or not relevant to the topic. There are issues with the presentation of the work. This work may have to be redone.

2 = Unsatisfactory. The work needs to be redone. Part or parts are not complete. It does not fulfill minimum requirements or expectations. The information is not relevant to the topic. There are issues with the presentation of the work.

1 – Insufficient work shown. There is not an adequate amount of work completed to reflect the student's understanding of topic.

Summative assessments are the student's opportunity to demonstrate his/her level of understanding or skill on a particular standard. Summative assessments may take the form of a written exam, student presentation, project, student performance, etc. If needed, a student will have multiple opportunities—as agreed upon by the teacher and student—to demonstrate successful achievement on a particular standard. The student's scores on summative assessments are what determine his/her final grade.

Tentative Course Schedule: (May change to accommodate student/class needs)

Course Content:

Microsoft Office 2007 – Word

Word processor

Formatting

Word projects

Spelling and Grammar Check

Microsoft Office 2007 - Excel

Spreadsheet Program Create multiple worksheets

Checks and Balances

Microsoft Office 2007 - PowerPoint

Presentations software

Adding information and notes

Animation

Creating presentation

Present slideshows to class

Microsoft Office 2007 Publisher

Design software for Brochures, notes, Posters.

Learn design elements

Insert graphics and animation

Insert Text Boxes and Titles

Students Who Are Successful in This Course are Prepared For the Following Courses:

High School Level: Desktop Publishing

I have read the Computer Concepts syllabus:

(Print Student Name) _____

(Student Signature) _____

(Date) _____

(Print Parent Name) _____

(Parent Signature) _____

(Date) _____

COMMENTS: _____
