

CENTRAL HIGH SCHOOL
COMPUTER APPLICATIONS II
MRS. GAIL SCOGGAN
COURSE SYLLABUS

Course Description:

This course will explore how a typical computer system functions and the role computers have in our society. The Windows operating commands will be presented. Students will learn to use Web 2.0 programs. The Microsoft Office 2010 package will allow students to prepare documents (letters, tables, and reports), enter statistical data, prepare presentations, and complete desktop publishing documents. The following programs will also be presented to students: Audacity, Photo Story, and a movie maker program. Students will respond to a daily blog and take notes in class. A mid-term presentation will be required using all of the programs introduced during the semester as well as a final class presentation.

Course Objectives:

Upon the successful completion of this course, students will be able to:

1. Use Web 2.0 programs.
2. Use the Microsoft Office 2010 package for word processing, spreadsheets, power point presentations, and desktop publishing
3. Use Audacity to edit sound tracks, use Photo Story to create a story using pictures and music, use Movie Maker to edit and create a movie using video clips, transitions, timings, and music.

Required Class Materials:

Pocket folder, paper for notes (or a notebook), pen or pencil, and flash drive--4GB should be sufficient.

Course Outline:

Students will learn about blogs and respond to class blog daily.

Students will learn about Google reader.

Students will learn about search engines.

Students will review the components of Microsoft Office.

Students will learn how to use Audacity, Photo Story and Movie Maker.

Students will learn the ethics of social networking and copyright laws.

Students will learn about podcasting and setting up wikis.

Major Assignments:

Students will have a mid-term presentation due near the end of Oct. and a class presentation due at the end of the semester.

Grading:

Daily blog responses worth 10-15 points.

Quizzes, tests, projects—points will vary.

Class Policies & Procedures:

Students are to be on time and in assigned seat.

Students are to be prepared by bringing all needed materials.

Students are to stay on task.

Students will be instructed on use of the Internet and various programs. They are to use them only when instructed.

Students are to do their own work. Cheating will result in zeros and discipline will be assigned.

Restroom use will be limited and restricted to only those with time trackers.

Computers are not to be written on or tampered with.

Students are responsible for getting make-up work done on time.

Miscellaneous:

Students will be using the Internet to respond to a class blog. If absent, they can do this from home.

Instructor Contact: (Days and times of availability, phone numbers, emails, etc.)

Monday-Friday 8:00 a.m.-3:30 p.m.

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