



Course Title:	Digital Applications I
Credit(s):	One Credit, One Semester – Dual Credit
Teacher:	Mr. Todd Iwema
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COURSE DESCRIPTION:

This one-semester course is designed to help prepare the student to function in the modern business world. Knowledge of hardware, software, and hands-on training in word processing, spreadsheet, database, and graphics will lay the foundation for success in college and in future careers. Colleges expect students to have acquired these skills in high school. Microsoft Office 2007 Professional software is used. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. This Course is a Dual Credit Course.

Prerequisite: None

Grade Level: 9 - 12

TEXTBOOK RESOURCES:

Microsoft Office 2016: Introductory (9781305870017)

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Online Materials: www.cengagebrain.com

SAM (OPTIONAL): This text is available with SAM 2016 Exam questions, offering multiple choice, true/false, and fill-in-the-blank questions that map directly to the learning objectives covered in each Module. If you have a SAM account, login at www.cengage.com/sam2016. To obtain a SAM account, visit www.cengagebrain.com or contact your instructor or bookstore for additional information.

SUPPLIES:

Paper, Binder/Folder, Pen/Pencil

Suggestion: Jump drive for students to save work to take home upon completion of course.

LEARNING GOALS: UPON COMPLETION OF THIS COURSE STUDENTS WILL

Demonstrate a comprehensive understanding of the interactivity and operation of technology systems;

Understand and apply the legal and ethical issues related to technology;

Use technology as a tool to increase productivity in completing projects;

Use word processing software through a variety of input technologies to create, edit, and publish industry-appropriate documents;

Use spreadsheet, database, and graphics software to create, edit, and publish industry-appropriate files;

Create a simulation of a business using all software applications.

COURSE EXPECTATIONS:

The major objective is to have all students learn and be successful in this class. No student has the right to interfere in any way with my ability to teach and students to learn.

1. All students are expected to follow the outlined procedures as stated in the LCHS Code of Conduct
2. Students are to follow my classroom rules; a copy of these are located at www.toddiwema.com. A copy is on file with the high school office and also posted on my classroom wall.

GRADE DETERMINATION:

CLASSROOM PROJECTS	25	% OF GRADE
CLASSROOM LABS	25	% OF GRADE
CLASSROOM HOMEWORK	15	% OF GRADE
EXAMINATIONS/QUIZZES	25	% OF GRADE
PARTICIPATION GRADE	10	% OF GRADE

SEMESTER FORMULA:

FIRST NINE WEEKS	43	OF THE SEMESTER GRADE
SECOND NINE WEEKS	43	OF THE SEMESTER GRADE
FINAL EXAM	14	OF THE SEMESTER GRADE

LATE WORK POLICY:

Work must be turned in within one week of the due date to be accepted for full credit; 2nd week, points will be deducted according to number of points possible. When extended absences occur, the student needs to see me for a make-up plan agreed upon by both of us, to be completed in a timely fashion.

METHODS OF INSTRUCTION:

1. Demonstrations: Important material from the text and outside sources will be covered in class.
2. Assignments: Skills Reviews, Project Builders, Design Projects will be assigned to help support and supplement material found in the lessons.
3. Tests: There will be a test after each unit of work. All chapter tests will be open book tests. The final exam will not be comprehensive in nature.
4. Internet Support: Check the class Web page for additional information about the software, or to post a question about this course.

GRADING SCALE

100 TO 92.5	=	A
89.5 - 92.49	=	A –
86.5 - 89.49	=	B +
82.5 - 86.49	=	B
79.5 - 82.49	=	B –
76.5 - 79.49	=	C +
72.5 - 76.49	=	C
69.5 - 72.49	=	C –
66.5 - 69.49	=	D +
62.5 - 66.49	=	D
59.5 - 62.49	=	D –
0 - 59.49	=	F

ADDITIONAL INFORMATION:

Grades will be determined by rounding the final averages - *.51 or higher will be rounded up and .50 or lower will be rounded down. The grade determination as listed above is an approximation of the percentage of the total grade. Grades from each category were totaled and divided by the number of points possible. Programs and book assignments are worth between 10 to 40 points each depending on the level of difficulty. Chapter tests are worth 100 points each.

Course Outline:

- I. Fundamental Computer/Communication Skills - Weeks 1-18
 - a. File management
 - b. Keying speed and accuracy
 - c. Proofreading
 - d. Use of resources
 - e. Problem solving
 - f. Critical thinking
 - g. Ethics related to technology
- II. Computer Literacy Skills - Weeks 1-7
 - a. Four operations of the information processing cycle
 - b. Terminology
 - c. Memory
 - d. Hardware
 - e. Software
 - f. Networks
 - g. Internet
 - h. How a computer processes data
 - i. Purchasing and maintaining a computer system
- III. Word Processing Skills - Weeks 3 - 8
 - a. Apply word processing formatting and editing skills
 - b. Apply skills in the creation of tables
 - c. Apply graphic object skills
 - d. Apply the ability to format documents that meet employability standards
 - e. Create a variety of documents, such as flyers, resumes, cover letters, MLA reports, letters, memos, etc.
- IV. Spreadsheet Skills - Weeks 9-13
 - a. Identify components of the spreadsheet window using correct terminology
 - b. Demonstrate creation of and effective use of worksheets and workbooks
 - c. Differentiate among and enter text, numbers, formulas, and functions
 - d. Apply editing and formatting to cell contents
 - e. Apply setup features
 - f. Create and edit formulas using arithmetic expressions and math order of operations
 - g. Apply and edit functions
 - h. Apply relative, absolute, and mixed cell references in formulas
 - i. Create effective charts and graphs
 - j. Edit and label chart components
 - k. Create a variety of documents, such as budgets, payroll, sales forecasts, etc.
- V. Database Skills - Weeks 13-17
 - a. Define and apply basic terminology associated with database design, creation, and use.
 - b. Plan, create, and modify a database table structure using design view.
 - c. Use field properties with/without a primary key; accessing/retrieving; saving; printing.
 - d. Create a database using multiple tables to establish relationships between tables.
 - e. Demonstrate report creation that involves grouping, sorting, wizards, labels, and calculated fields.
 - f. Organize and analyze data
 - g. Create and use queries to specify criteria
- VI. Graphics Skills - Week 18
 - a. Utilize drawing tools and apply special effects to graphics
 - b. Use wizards to create a variety of documents, such as advertisements, certificates, business cards, letterheads, etc.