

Computer Applications

Mr. Davis

Course Overview

This course is designed to introduce students to fundamental computer concepts and applications. Students will develop skills in using computer hardware and software, word processing, spreadsheets, databases, and presentation software. Emphasis will be placed on digital citizenship and online safety.

Course Objectives

- Develop basic computer hardware and software knowledge.
- Master word processing, spreadsheet, database, and presentation software applications.
- Enhance problem-solving and critical thinking skills.
- Understand digital citizenship and online safety practices.
- Develop effective communication and collaboration skills through technology.

Course Content

- **Computer Fundamentals:**
 - Computer hardware components (CPU, RAM, storage, input/output devices)
 - Computer software (operating systems, applications)
 - Internet basics (browsers, search engines, email)
- **Word Processing:**
 - Creating, editing, and formatting documents
 - Using templates and styles
 - Mail merge
- **Spreadsheets:**
 - Creating, editing, and formatting spreadsheets
 - Formulas and functions
 - Charts and graphs
- **Databases:**
 - Database design and structure
 - Data entry and management
 - Querying and reporting
- **Presentations:**
 - Creating effective presentations
 - Using visuals and multimedia
 - Delivering presentations

Computer Applications

Mr. Davis

- **Digital Citizenship and Online Safety:**
 - Internet etiquette and responsible online behavior
 - Cybersecurity and protecting personal information
 - Copyright and intellectual property

Assessment

Student performance will be evaluated based on:

- Practical assignments and projects
- Quizzes and tests
- Class participation
- Completion of online tutorials and exercises

Grading Policy

Students will be graded on class participation, their understanding and completion of note taking, class assignments, quizzes, tests, and projects.

Daily Assignments - 30% Test/Quiz - 50% Projects 20%

Required Materials

- Access to computers and software

Course Policies

- Attendance and punctuality are essential.
- Late assignments may result in a deduction of points.
- Academic honesty is expected.

Classroom Expectations

- Respect for self and others
- Active participation
- Completion of assignments
- Adherence to school rules

Communication

I encourage open communication between students, parents, and myself. Please feel free to contact me via email pdavis@verdenschools.org or call the school to speak to me if you have any questions or concerns.