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CNHS Business Department



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Digital Applications and Responsibility (4528)

Course Syllabus

**COURSE DESCRIPTION**: Digital Applications and Responsibility is a technology class that will meet the needs of both the novice and experienced computer user. The goal of this class is to develop the skills related to Microsoft word processing, spreadsheets, presentations, and communication software. The class will both introduce and re-inforce key concepts to help students better learn about the Microsoft computer programs. In the class students will learn to use these programs efficiently and thoroughly and be an excellent resource for students needing basic computer skills expected by employers and for use in college.

**COURSE OBJECTIVES:**

* Use Microsoft programs to their best ability and how they can effectively be used.
* Understand how to integrate computer software into a business setting.
* Recognize the different ways to complete a task on a computer program and help the student to realize which works most effectively for that student.
* Take direction given to them and work through problems and situations to get the desired results that the teacher / employer would want.
* Learn a variety of specific tasks as they related to using Microsoft programs.
* To view complete standards visit:

http://www.doe.in.gov/sites/default/files/standards/cf-bmite-digital-apps-responsibilty-01-2016.pdf

**REQUIRED COMPUTER PROGRAM:** *Student Activity Manual* **(**SAM)

 By Cengage Learning – will receive in class

**MATERIALS NEEDED:**

folder

writing instrument

Supplemental handouts and online resources as directed by the instructor

**COURSE REQUIREMENTS:** The students are expected to bring their laptop computer to class every day. They are also required to have a folder for the class and bring any supplemental materials with them.

**COURSE SCHEDULE:** A daily list of what will be done in class along with all passwords is placed on the Its Learning class management system at the start of every new lesson session (in the Planner section).

**BUSINESS DEPARTMENT GRADE SCALE:**

|  |  |
| --- | --- |
| **Range** | **Grade** |
| 99-100 |  A+ |
| 93-98 | A |
| 90-92 | A- |
| 88-89 | B+ |
| 83-87 | B |
| 80-82 | B- |
| 78-79 | C+ |
| 73-77 | C |
| 70-72 | C- |
| 68-69 | D+ |
| 63-67 | D |
| 60-62 | D- |
| 0-59 | F |

**SEMESTER GRADE:**

|  |  |
| --- | --- |
| First 9 Weeks | 45% |
| Second 9 Weeks | 45% |
| Final Exam | 10% |
| Semester Grade | 100% |

COURSE CONTENT: (approximate)

# **First 9 Weeks**

|  |
| --- |
|  |
|  | ***CONTENT*** |
|  | Overview of Microsoft 10 |
|  | Chrome basics |
|  | beginning Word |
|  | beginning PowerPoint |
|  |  |

# **Second 9 Weeks**

|  |
| --- |
|  |
|  | ***CONTENT*** |
|  | Outlook |
|  | beginning Excel |
|  |  |