



Computer Applications I

COURSE SYLLABUS

Instructor: Mr. Franklin

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*** NOTE: The instructor of this course has reserved the right to change the syllabus and/or course schedule as deemed necessary.**

COURSE INFORMATION: Introduction to Computer Applications I teaches the essential ideas and different functions of computer hardware and software to an audience with moderate to no prior computer experience.

Upon successful completion of this course (Computer Applications I), the student will be able to:

- Understand the hardware and software principles of computers
- Learn basic office suite programs and create documents using (Microsoft Word, Powerpoint, Excel and Access)
- Learn basic Google Suite programs
- Learn to build a website
- Learn how to work with files using a computer
- Learn typing skills
- And much more...

INSTRUCTIONAL METHODS USED FOR THIS COURSE

Online / Hybrid style college course:

1. Online Learning through PowerPoints / Websites / Learning modules
2. Discussion board questions. (Due Every Sunday of the next week)
3. Peer Presentations
4. Independent Projects Group
5. Individual Work Activities
6. Some lecturing

7. Homework / Ed Puzzle

COURSE ACTIVITIES

1. Written and Oral Communication:

- Students will respond to discussion questions.
- Students will prepare written papers.
- Students will design, construct and present projects.

2. Critical Analysis and Reasoning

- Students will engage in critique of fellow student work and be critiqued on their own.

3. Assessment and Journaling

- Student will engage in note taking and journaling to retain knowledge of material learned in class.

RESPONSIBILITIES OF THE STUDENT

* Follow class/course rules

* Properly maintain required tools or equipment

Students will check Google Classroom and other online platforms for class. Students will stay on top of their work load and class assignments. Student is responsible for completing journaling and notes and other classroom assignments by set deadlines.

* Other requirements are as follows:

- All formal assignments/reports must be typed, double spaced, using a 12 point font.
- Assignments include a proper heading with the student's name, date, assignment, title, course name, course instructor's name.
- Each assignment should be proofread, and free of spelling and grammatical errors.
- Students are encouraged to utilize the writing center for each assignment.

- Points will be deducted from each assignment where grammatical errors and non-compliance with directions are present.
- *Scoring Rubrics* will be used for all written assignments

ATTENDANCE

Attendance and class participation are required components.

* Students are expected to report to class on time, attend all scheduled class sessions, remain in class until the session ends, and participate in class discussions/activities, complete assignments.

1. All assignments are expected to be completed on time. **Late Work is not accepted, please adhere to the Instructor's set deadlines.** *Late work* is any work submitted (or attempted to be submitted) past an instructor-established deadline. Students who have what the instructor deems to be verifiable written documentation of a legitimate absence (e.g., court, military, medical—*NOT* work, vacation, childcare, computer/internet problems, or similar excuses) may ask for permission to submit work late and take make-ups. *The student must: 1. Notify the Instructor of their reason for missing class on the same day of the missed class via EMAIL; and 2. Submit the appropriate documentation upon the next day of return to class*

2. Late assignments are not permitted. Instructor reserves the right to not accept late assignments.

Turning in Assignments

It is the student's responsibility to turn in assignments. Assignments should not be left in the instructor's mailbox or under the classroom door without prior conversation and confirmation from course instructor. Students run the risk of work being taken by others or not getting to the instructor. When prompted, turn assignments in on Google Classroom.

Class Conduct/Participation

1. Students are expected to be punctual, alert and prepared for Class.
2. Courtesy to fellow students is expected when entering or exiting during class. Courteous, attentive and positive behavior is also expected when the instructor, guest speaker or fellow students are addressing the class.
3. Ask questions in class. Never leave the class being confused.
4. Students will not cuss or use other negative language in class with instructor or with another student.

* Cell Phones

- *Talking on cell phones during class is not permitted.* During class, please do not sleep, *text or use cell phones.* If one must make a call, they are asked to step outside the classroom door, after receiving the instructor's permission, to not disrupt the instruction process.

- Text-messaging is not allowed in class.

Please inform your family and friends of your course schedule, so that they may contact afterward class time. :)

Food is not allowed in class. Throw Trash away!

MATERIALS

Students will need a journal that will stay in class for Computer Applications only

Students will need a flash drive

Students will need paper, pencils, and pens.

CRITERIA FOR STUDENT EVALUATION

Class Attendance | Written Papers | Presentations | Comp. Assign | Tests/Quizzes | Journals

Grading Scale

A 91–100

B 81–90

C 71–80

D 63–70

F Below 63