

SYLLABUS FOR COMMUNICATING WITH TECHNOLOGY

Freshmen—First Semester

School Mission Statement: To challenge you to grow in knowing, loving and serving God and others.

Course Description:

COMMUNICATING WITH TECHNOLOGY is designed to introduce our students to principles of word processing, spreadsheets, graphs, desktop publishing, and presentations that they will need for their different subjects while in high school. Students will see that the computer is a digital communication tool and will learn the basic concepts of computer application usage. Various relevant and current applications will be explored. Word processing applications, spreadsheets, desktop publishing, and presentations will be covered. Students will learn to convey information quickly and accurately using the computer. Other on-line and off-line applications will also be included, such as EduTyping, Google Docs, and Moodle. Christian values and ethics will be emphasized, and expected in student behavior and classroom work. This course will help students develop organizational skills and work habits. Completing assignments and projects on time will be stressed and expected.

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Instructional/Assessment Philosophy

The focus in this Communicating with Technology course will be to give many opportunities to the student to learn skills that will be necessary to complete their school assignments over the next 4 years and more. They will be challenged to learn and grow in knowledge and proficiency as well as keyboarding skills so they are prepared for advanced assignments in the years to come. This course includes several projects summarizing the students input technologies and computer application skills.

Course Standards/Goals

The course will:

1. Help students communicate with each other, groups, and machines.
2. Equip students with the basic skills involved in information processing.
3. Help students learn about various types of software—Google Docs, iWorks, and Open Office.
4. Increase the student's abilities to share information with others quickly and accurately.
5. Increase the student's abilities to use computers to complete their homework.
6. Equip students with the basic skills necessary to search the internet and learn computer ethics and netiquette.
7. Help students store their information by creating and maintaining folders and subfolders.
8. Provide a keyboarding refresher online to help the students improve their keyboarding skills they can use in everyday activities.
9. Help students improve keyboarding speed and accuracy.

Course Texts, Readings, and Materials

An Introduction to Computing Using Appleworks, by Presley, Brown, Malfas, and Grassman, Lawrencevill Press, 2000.

Learning Computer Applications-Projects and Exercises, by Lisa A. Bucki, DDC Publishing, 2002.

EduTyping, Online Software by B. E. Publishing, 2014.

Many assignments are either put on Moodle, shared in Google Docs, or given on paper.

Course Map

Mastering Keyboarding Techniques
Internet Research Skills
Word Processing Applications
Composing at the Computer
Formatting Tables, Letters, Memos
Spreadsheet Applications
Presentations
Integrated Applications
Desktop Publishing

Assessment Plan/Grades

Tests, Quizzes, Online Speed Tests, Projects:

Tests will be given regularly at the end of each unit. Announced and unannounced quizzes will be given from time to time to check student's comprehension and work habits. Online speed and accuracy tests will make up 25% of the first 9 week grade and 15% of the second 9 week grade.

All grades will be based upon rubrics written for each project and the test/assignment percentage scored. Two projects will be assigned each 9 week period and each one will be 25% of the first 9 week grade and 30% of the second 9 week grade. Points for the quarter will be totaled and grades will be assigned as follows:

- A 97-100%
- A- 94-96%
- B+ 91-93%
- B 88-90%
- B- 85-87%
- C+ 81-84%
- C 77-80%
- C- 73-76%
- D+ 69-72%
- D 65-68%
- D- 61-64%
- F 60% or less