

COMPUTER LITERACY

CARSON HIGH SCHOOL

MR. LOPATEGUI

COURSE SYLLABUS

Course Outline

This course will explore the history and development of computers and networks. Students will learn terminology for the software and hardware used in the class. Students will become informed consumers of hardware and software products, learn basic functions to communicate through technology, and explore health, legal, social and ethical issues concerning computer and Internet use. Students will learn to use Microsoft Office Professional software for word processing (Word), spreadsheet, database (Excel), and presentation purposes (PowerPoint). Also, students will explore various career options including ones used in technology. Finally, students will use keyboarding software to increase keyboarding skill and speed. This course satisfies the state graduation requirement for 1/2 credit in Computer Literacy.

Contact Information

- Room: 314 (Tech Center)
- Phone: 283-1600
- Email: mlopategui@carson.k12.nv.us
- Website: www.mrlopategui.com

Computer Literacy Objectives & Outline

Welcome to Computer Lit!
After successful completion of this course, you will be able to:

1. Trace the history and development of computers:

- Understand computer terminology
- Examine the parts of a computer system
- Operate peripherals such as printers, scanners, and digital cameras
- Trace the history and development of the Internet

2. Discuss the health, legal, social and ethical use of computers:

- Computer security
- Software sharing issues
- Downloading of software/music
- Proper use of e-mail
- Accessing sites inappropriate for age and censorship issues
- Verification/validation of Internet sources
- Internet security
- Health concerns of computer use

3. Use the Windows Operating System:

- Understand and manipulate elements of the desktop
- Create and delete folders
- Introduction to computer graphics

4. Use Microsoft Office software programs:

- Use MS Word:
 - Create, save Word documents
 - Format text
 - Create documents such as business letters and business cards
- Use MS PowerPoint:
 - Create presentations using sound, graphics and transitions
 - Present presentations to class using an interactive whiteboard
- Use MS Excel:
 - Create, save and edit a spreadsheet
 - Create and analyze graphs and charts using various spreadsheet data

5. Increase Keyboarding skill and speed:

- Use keyboarding program to improve typing techniques
- Use keyboarding program to increase words per minute

6. Explore Career Pathways:

- Explore various career options using the Nevada CIS program
- Narrow career interests based on personal traits/interests

7. Use the Internet for research purposes:

- Explore and evaluate Internet search tools
- Evaluate Internet sites as to appropriateness for research purposes.
- Cite Internet sources properly

Mr. Lopategui's Classroom Policies and Procedures

Class Rule:

RESPECT

- ❖ Yourself
- ❖ Others
- ❖ Our School

Lab Fee:

Carson High School has implemented a \$5 lab fee in this course to help cover the cost of classroom items such as inkjet paper, printer ink, glue, illustration board, etc. This fee is due at the end of the second week of school. Checks can be made out to Carson High School.

Suggested Supplies:

Though not required, each student is encouraged to maintain a notebook (3-ring is recommended) containing class notes, resources and finished assignments. Not only does this help the student to be organized, but also to leave the class with a portfolio of work.

Equipment Use:

This course uses state-of-the-art equipment and software. It is the student's responsibility to use the equipment according to course policy. Students will be held accountable for equipment that they damage or lose.

Academic Dishonesty:

Academic Dishonesty will **NOT** be tolerated. Any student involved will receive a zero on the assignment, and parents will be contacted. Academic Dishonesty includes, but is not limited to, the unauthorized use of images and other materials from the Internet. When unsure of what can or cannot be used, ask the teacher.

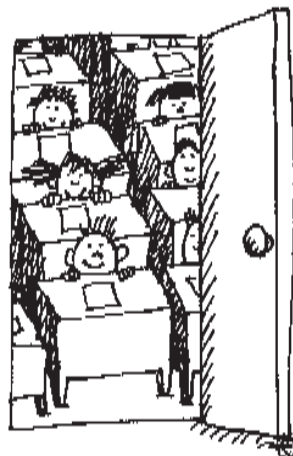
Grading:

The Carson High School grading scale will be used in this class. The majority of each quarter's grade is based on completion of assignments (projects, homework, exercises and readings) along with quizzes and tests. Each assignment is evaluated on the following:

1. Timely completion (10% deduction from total assignment value if late. Late assignments only accepted during the quarter in which they are assigned). It is your responsibility to get assignments you missed because of an absence.
2. Completion of project criteria.
3. Craftsmanship, creativity and general effort.
4. Approximately 20% of the quarter grade is based on performance and participation. It is difficult to participate if absent, so regular attendance is a must. The official CHS policy regarding absences and make-up work will be strictly adhered to. Performance and participation are evaluated on the following:
 1. Coming to class prepared and on time.
 2. The amount of time spent working in class.
 3. Cleaning up properly.
 4. Attitude.

Internet Usage:

The Internet is a helpful and powerful tool in graphic design. However, all usage in this class must be teacher approved. **All students must have a signed Carson High School Acceptable Use Policy (AUP) on file before they are allowed to use the computers or Internet in this class.** Students that access sites not related to the project or class will lose Internet, computer and/or be removed from the class. An AUP will be provided to students that do not have a signed copy on file.



“Coming together is a beginning
Keeping together is progress
Working together is success.”

-Henry Ford