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| **Limestone Community High School** |
| **small_lchs2.gif** | **Software Applications****SYLLABUS****Year:** **2013-2014** | **small_lchs2.gif** |
| **Instructor:** | Miss Sergent |
| **Classroom:** | Room 5 |
| **Planning Period:** | 8th Period |
| **Office Phone:** | 697-6271 ext. 105 |
| **Email Address:** | jsergent@limestone.k12.il.us |
| **A. Course Information** |
| **Grade Level:** | 10-12 |
| **Prerequisite(s):** | Orientatoin to Technology |
| **Length of Course:** | 1 Semester |
| **B. Course Description** |
| Software Applications is an excellent class for students interested in business, computers, and/or the internet. This class introduces students to different software applications used in business today: Word Processing, PowerPoint, Spreadsheets, Desktop Publishing, and more. Students will be able to create, save, edit, format, and print documents. Students will also be able to integrate the applications and functions of each program to create personal and business-related documents |
| **C. Course Standards** |
| 3. Critical Thinking, Problem Solving, and Decision Making4. Communication and Collaboration6. Business and Technology Concepts7. Business Ethics  |
| **D. Course Benchmarks/Objectives/Goals/Topics** |
| 1a) Model and solve real-world problems that involve a combination of rates, proportions, and/or percents1b) Manipulate data from spreadsheets, tables, and graphs.1c) Solve problems that require combine multiple concepts.3a) Identify and define authentic problems and significant questions for investigation.3b) Plan and manage activities to develop a solution or complete a project.3c) Collect and/or analyze data to identify solutions and/or make informed decisions.3d) Use multiple processes and diverse perspectives to explore alternative solutions.4a) Interact, collaborate, and publish with peers, experts, or others employing a variety of media.4b) Communicate information and ideas effectively to multiple audiences using a variety of media and formats.4c) Develop cultural understanding and social awareness by engaging with learners in the school culture.4d) Contribute to project teams to produce original works or solve problems.6a) Select and use appropriate applications effectively and productively.6b) Transfer current knowledge to the learning of new concepts.6c) Use creativity and innovation to apply existing knowledge to generate new ideas, products, or processes.6d) Demonstrate job readiness skills and workplace expectations.6g) Use terminology related to business and technology appropriately in written and oral communications. |
| **E. Text and Required Supplies** |
| **Textbook:** |       |
| **Workbook:** |       |
| **Supplies:** |       |
| **Supplemental Material:** |       |
| **F. Nine-Weeks Term Grading Plan** |
|  Assignments**:** | 80 %  |
|      **:** |        |
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| Term Assessments**:** | 20% |
| **G. Semester Grading Plan** |
| Term 1: | 50%  |
| Term 2: | 50%  |
| **H. Limestone High School Grading Scale** |
| A: | 94-100  |
| B: | 86-93 |
| C: | 77-85 |
| D: | 70-76 |
| **I. Expectations** |
| 1. No passes. Students must have their planner in order to leave the room
2. No electronic devices.
3. No food or beverage.
4. Tardies are unacceptable.
5. These are not your personal computers - do not download anything without permission and do not change ANY settings. NO GAMES!

6. Students are responsible for their actions. |
| **J. Tentative Schedule** |
| Microsoft OfficeStoryBirdInfographics |
| **K. Other** |
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