Freshman Academy Computer Applications

Course Description: Students will be immersed in skills-based training to enhance their understanding of technology, software and applications. This course will cover topics such as word processing, spreadsheets, presentations and digital literacy. Students will gain career readiness skills in the areas of job applications, resumes, cover letters, and professional business communications.

Attendance: For our in-person classes, students are expected to be in class on-time. Students entering the room after the bell has rung will be marked tardy. Students are responsible for communicating with their teachers to make up for missed learning.

Essential Skills:

1. Create and format word processing documents for a variety of personal and work applications
2. Create and format spreadsheets for a variety of personal and work applications
3. Create and format professional presentations
4. Demonstrate and communicate an understanding of an operating system's file management system

Course Expectations: Although not everything is graded, everything is important. In order to demonstrate growth and learning, students will need to:

1. Participate in class activities (take notes, work in a group, complete in class tasks, ask questions) without distractions (cell phones, games, etc.)
2. Use morning time and the teacher to seek help outside of class when needed.
3. Complete all assessments within teacher timelines.

Grading

Learning (Practice) includes instructional activities in and outside of class and are not used in grade determination.

Skyward Assessment (Grades) may include quizzes, labs, learning checks, tests, speeches, performances, and projects.

Final Grade	
A	100% - 90%

B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Calculations:

Final Grade Calculation	
Cumulative Grade	**95%**
Final Exam(s)	**5%**

Central High School Courses:

-Will determine grades based on student performance and growth.
-Will not include practice and behavior in grade determination.
-Will give all students regardless of absence an opportunity to demonstrate learning.
-Will not include extra credit.

Instructional Resources: https://k12.cengage.com/portal/account/logon, Everfi, Canvas, and GMetrix.

Course Calendar/Pacing:

August/September

		30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May/June

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Course Intro/File Management/GMetrix Setup	**Ethical Use of Time and Technology**	**Word Module 1, 2, & 3**
Excel Module 1, 2, & 3	**PowerPoint Module 1 & Academy Presentation**	**Professional Development**
		Semester Exams