Course Description

In this one-semester course, students will learn about computer applications, technology, and the ever-increasing role they play in our lives. This course will help the student prepare for lifelong learning in a rapidly changing technological society by providing a basic understanding of the necessary tools to survive in the digital age. When the course is completed, the student will be able to use basic operations of computer applications and problem-solving skills for use in daily living.

Students will be introduced to online and cloud-based software such as Google Docs, Prezi, and much more. This course will also expose students to new and exciting ways to learn digitally, collaborate, and share knowledge in a 21st-century learning environment. They will learn smart web searching techniques, online ethics and etiquette, cyber safety, digital citizenship, mobile learning, and more essential skills for the digital age. At the end of the semester, the students will have developed an online presence and understand when and how to use different applications to their benefit.

Course Outcomes and Goals

Students will learn to improve their overall basic skills in all aspects of using computers. Students will obtain a great understanding of Google Docs/Drive and how it can be utilized in other classes and in their daily life. Today's teens have grown up in the digital age but often do not have a great understanding of how to utilize the tools they have at their disposal. This class will teach them to be lifelong learners and become engaged in lessons and activities that will enhance their knowledge of computers.

Seven Catholic Social Teachings and Mercy Values

Students will develop a better understanding of the 7 Catholic Social Teachings and Mercy Values by incorporating them into many of our daily assignments. Projects and written assignments are expected to represent the values of Mount St. Mary Catholic High School. Our class motto is: **"Create class projects we can all be proud of!"**

At The Mount, we embrace these values in our decision making and these should be reflected in your creativity in this class.

Seven Catholic Social Teachings
- Life and dignity of the human person
- Call to family, community, and participation
- Rights and responsibilities
- Option for the poor and vulnerable
- Dignity of work and the rights of workers
- Solidarity
- Care for God's creation

Mercy Values
- **Recognition of the intrinsic worth and dignity of each person**
- *Excellence and quality*
- Hospitality
- *The courage to innovate* and the right to make mistakes
- **Compassion, Mercy, and Justice**
- Service to the poor, sick and uneducated
- Response to need
- Respect for the varied religious traditions and beliefs.

Classroom Discipline Plan

There are four basic rules for this class:

Punctual: Be on time for class. This means being in the classroom at the time of the second bell. There will be a zero-tolerance policy for tardies that are not excused.
Prepared: Come to class with a working attitude each day.
Polite: Be courteous and respectful to each other and the instructor.
Productive: Come to class ready to work and learn.

One BIG rule: **NEVER DELETE ANYTHING** unless told otherwise. On that same vein: Always login as yourself - your material will be safer that way.

This will be a fun and informative class, however, we need to conduct ourselves professionally in order to produce projects we can all be proud of.

Small note: ALWAYS PUSH YOUR CHAIRS IN

Classroom Materials
We will do **most of the work** on the computer itself. Students may bring phones or smart devices to the classroom depending on what projects we are working on that might benefit from a smart device. These rules only apply to MY CLASSROOM. Once you leave the room normal school rules apply. Bring headphones for class!

Technology

        The instructor assumes, perhaps incorrectly, that most students already know how to use a computer and its different parts. This class will focus on different apps and websites that students can use later in other classes for presentations and classwork.

        Computer Applications I will be one of the most technologically-driven classes at The Mount. Students will use the knowledge they have gained through studying computer applications past and present and analytical discussions of technology in education and then create original projects using the digital tools in our class.

Course Schedule / Projects (Subject to change)

- Typing skills review
- Google Suite
- Supergirls and Halos - brochure and video
- QR Codes
- Infographics
- Internet Safety
- Teacher / Client projects
- PP Based trivia game
- Mercies children's book
- Comic Strips
- Podcasts

There will be a final exam.

Deadlines

 Assignment deadlines are hard deadlines. Extensions will not be given - except in extreme cases. No assignments will be accepted after the established deadline without prior approval of the instructor. No exceptions. Please don't ask except in cases of illness, and other serious circumstances.

<u>Grading and Evaluation Plan</u>

Grading for this class is done with a percentage system.

The following will make up **80%** of your overall grade:

- Class participation
- Projects
- Quizzes - On-Line Activities (Google Suite, Internet Safety, Typing skills, etc).

The breakdown will be:
- Class Participation - 25%
- Quizzes - 30%
- Projects - 45%

The following will make up **20%** of your overall grade:
- Semester Final

Additional Notes:
- In the case of an absence, the student is responsible for finding out missing work and turning it in within a week of the absence.
- Class lesson plans will be posted on our class website (mrruizmsm.weebly.com), and regularly checking will be beneficial.
- You must check your email regularly! This will be my main means of communication
- There are NO RETAKES or REDOs unless approved by the instructor.

Parents are always allowed and encouraged to contact the teacher with any questions or suggestions.

Thank you,
Ignacio Ruiz