SYLLABUS
Computer Applications / CIS 135
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Websites: Edmodo, Ed1stop, Typing Web and other Web content

Course Description:
As a student in this course, you will learn the most important topics of Microsoft Office 2013. No prior computer experience is assumed. This text incorporates the use of video tutorials to enhance your learning experience. First you will become familiar with essential computing concepts and the Windows 7 operating system. Then, you will learn file management, the basics of browsers and e-mail, and overview Microsoft Office 2013. The first application unit covers Microsoft Word 2013, followed by a unit on Microsoft Excel 2013. Next, you will learn to create, build, and maintain a Microsoft Access database. The last application you will cover is Microsoft PowerPoint 2013, where you will create, apply and modify a presentation, and then you will learn how to integrate all of applications. Finally, you will learn the basics of SkyDrive and Office Web Apps, Google Apps and Drive.

Kennedy High School currently has an articulation agreement with Contra Costa College to accept CIS 135 for College Credit by examination. Students passing the course with a B or better will receive credit by examination for the course (CIS 135) offered through Contra Costa College (CCC). Students will receive 4 units of college and 13.5 high school credits for this course. The regular high school credit will apply to those students that do not pass at the B or above level, or that do not submit the required registration with CCC and the CATEMA website.

Text/Materials:
New Perspectives on Microsoft® Office 2013, First Course, 1st Edition
Ann Shaffer; Patrick Carey; June Jamrich Parsons; Dan Oja; Kathleen T. Finnegan
ISBN-10: 1-285-16764-3, ISBN-13: 978-1-285-16764-0

Teaching Methods:
1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Projects / Assignments: End of chapter and online activities will be assigned weekly using Edmodo or in class to reinforce material in the text.
3. Exams: Major exams will be given each quarter. The exams will be open book/notes and will test assigned readings and material discussed in class.
4. Participation: Student participation will be graded by the level of class participation and attendance.

Grading: Total assigned points will vary depending on assignment. Total points will be weighted and computed as follows:

Projects 20%	Technical Applications 15%	Literacy 10%	College and Career Development 10%
Participation 25%	Keyboarding 10%	Final Exam 5%	
Each Category includes up to 20 % Exams / Quizzes			

Course Policies:
Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or tutorial times.

Assignments: All assignments are due before district grades are collected. I will make an effort to re-grade any assignment so students have the opportunity to prove mastery of the course content and depth of knowledge. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project.

Need for Assistance: If you have any condition, such as an illness, family emergency, physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Edmodo Web Site for additional information about course content, or to post a question about this course. Student and Parent Codes for Edmodo can be received from the instructor.

Posting of Grades: Grades will be posted in Power School.

Course Outline

	Topic	Assignment
	Introduction to Course, Restorative Practices and Team Building	Various- participation required Graduate Profile
	Essential Computer Concepts	ProSkills: Decision Making
	Exploring the Basics of Microsoft Windows 7	Case Problem 4: Research
	Managing Your Files with Windows 7	Case Problem 1: Apply
	Browser and E-mail Basics	ProSkills: Written Communication
	Getting Started with Microsoft Office 2013	Review Assignments, ProSkills: Teamwork
	Word Tutorial 1: Creating a Document	Review Assignments, Case Problem 1: Apply
	Word Tutorial 2: Editing & Formatting a Document	Case Problem 1: Apply, Case Problem 3: Challenge
	Word Tutorial 3: Creating a Multiple-Page Report	Review Assignments, Case Problem 4: Create
	Word Tutorial 4: Desktop Publishing and Mail Merge	Case Problem 1: Apply, Proskills: Written Communication
	Excel Tutorial 1: Getting Started with Excel	Review Assignments, Case Problem 1: Apply
	Excel Tutorial 2: Formatting a Workbook	Case Problem 2: Create, Case Problem 3: Challenge
	Excel Tutorial 3: Working with Formulas and Functions	Review Assignments, Case Problem 1: Apply
	Excel Tutorial 4: Working with Charts and Graphics	Case Problem 4: Create, ProSkills: Decision Making
	Access Tutorial 1: Creating a Database	Review Assignments, Case Problem 1: Apply
	Access Tutorial 2: Building a Database	Case Problem 1: Apply, Case Problem 2: Challenge
	Access Tutorial 3: Maintaining and Querying a Database	Case Problem 1: Apply, Case Problem 2: Create
	Access Tutorial 4: Creating Forms and Reports	Review Assignments, ProSkills: Teamwork
	Exam #3	None
	PowerPoint Tutorial 1: Creating a Presentation	Review Assignments, Case Problem 1: Apply
	PowerPoint Tutorial 2: Applying and Modifying Text and Graphic Objects	Case Problem 4: Research, ProSkills: Verbal Communication
	Integrating Word, Excel, Access, and PowerPoint	Review Assignments, Case Problem 1: Apply
	Integrating Word, Excel, Access, and PowerPoint	Case Problem 3: Create, ProSkills: Verbal

	(cont.)	Communication
	Appendix A: SkyDrive and Web Apps	
	Final Exam	District and College Assigned

Assignment Descriptions:

- **Review Assignments**: Review Assignments provide students with additional practice of the skills they learned in the tutorial using the same tutorial case, with which they are already familiar.
- **Projects/ Case Problems**: The Case Problems provide further hands-on assessment of the skills and topics presented in the tutorial, but with new case scenarios. There are four types of Project / Case Problems:
    - Apply. In this type of Case Problem, students apply the skills that they have learned in the tutorial to solve a problem, and go a bit beyond what was presented in the tutorial.
    - Create. In a Create Case Problem, students are either shown the end result, such as a finished Word document, and asked to create the document based on the figure provided; or, students are asked to create something from scratch in a more free-form manner.
    - Challenge. A Challenge Case problem involves three or more Explore steps. These steps challenge students by having them go beyond what was covered in the tutorial, either with guidance in the step or by using online Help as directed.
    - Research. In this type of Case Problem, students need to go to the Web to find information that they will incorporate in their work for the Case Problem.
- **Internet Assignments**: Internet Assignments are additional exercises that students access via the Edmodo Web site. These assignments integrate the skills the students learned in the tutorial with research on the Web.
- **ProSkills Exercises**: This feature is new for Office 2013 and Windows 7. ProSkills exercises integrate the technology skills students learn with one or more of the following soft skills: decision-making, problem-solving, teamwork, verbal communication, and written communication. The goal of these exercises is to enhance students' understanding of the soft skills and how to apply them appropriately in real-world, professional situations that also involve software application skills. ProSkills exercises are offered at various points throughout a course, encompassing the concepts and skills presented in a standalone tutorial or a group of related tutorials.