

*Mastering the Tools of Digital Life***WHAT**

This course will give you the knowledge and skills to master the digital tools of life today. There are no prerequisites other than a basic familiarity with computers and an interest in learning.

HOW

In this course, students of all backgrounds and interests will gain an understanding of how to use the essential computer applications for business, education, and personal life. We will cover the Microsoft Office Suite, as well as internet browsing and blogging, and basic web design.

There will be a series of short assignments during the course to gain familiarity with these tools. You will be applying the tools to a project that you will develop during the course as a concrete application of your skills. There will be flexibility in the topic for this project, allowing you to explore subjects that interest you.

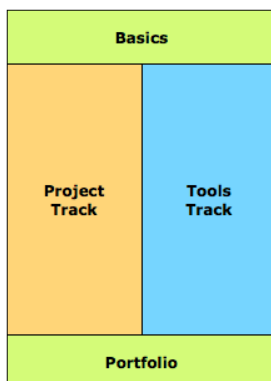
WHY

In today's complex world, all citizens need to be digitally literate to function as productive members of our society. Digital literacy (along with other forms of literacy) is necessary whether you plan to go on to college, enter the workforce directly, or eventually start your own business.

Learning how to be a digital practitioner is good for many reasons: it's a very marketable skill, valuable knowledge for your own needs, and useful for a better understanding of how digital technology affects many, if not most, aspects of our lives. At a minimum, after this course, you should be well prepared to succeed in the work you need to do in the rest of your high school career.

DETAILS

The effective use of computers involves applying knowledge of software applications to problems in the real world. In this course, we will not only learn how to use these tools, but will also apply them to a practical project. The course activities will proceed along two parallel tracks.



In the project track, you will choose a real-world project or client to focus on. This might be a small startup company, a club or group, a nonprofit organization, a band or theater company, etc. You will prepare a series of documents related to the project, including a written proposal, financial analysis, marketing materials, website, and presentation.

In the tools track, you will learn how to use the essential software applications that enable you to prepare the required documents for the project. These include the Microsoft Office tools Word, Excel, PowerPoint, Publisher, and Access. In addition to the project documents, you will develop a personal resume and portfolio.

There will be a series of short assignments, typically one per week during the semester. Assignments will be due the following Monday, but you will have time

Computer Applications

Course Description

Roosevelt HS

Mr. Davidson

during class to work on them, in order to use the computers and required software. At the end of the course, we will share our project work with each other, practicing giving short presentations to the class.

GRADES

Grades will be based on the three components shown in the chart opposite.

Assignments	72%
Portfolio	13%
Professionalism	15%



There will be opportunities to earn extra credit for optional reading, writing, design, or presentation projects of relevance to the course subject matter. Professionalism points will be earned by a variety of leadership, collaboration, and participation activities.

The new Seattle Public School 11-point system for high school grades is in effect this year (with plus and minus grades).

COURSE WEBSITE

Additional information about this course can be found on the course website. I intend to use the site, with its blog for announcements, as the main source of all assignments, reference materials, and communications.

I think this will be a powerful way to support your learning, in addition to being convenient for everyone (students, parents, and teacher).

You can find the course site at this link: <http://rooseveltcs.org/courses/computer-apps/>.

Please bookmark it and I'll see you online!



ANDREW DAVIDSON

ahdavidson@seattleschools.org

rooseveltcs.org

RHS: Room 319

(206) 252-4853