

**Tamalpais Union High School District
Larkspur, California 94939**

Course of Study

COMPUTER APPLICATIONS

I. INTRODUCTION

This one-semester course (may be repeated for credit if students are learning new applications or going into more depth with a particular application) gives students the skills and knowledge necessary to complete a variety of projects using computer software applications. This course is intended for all students wishing to gain further experience using software after completing Introduction to Computers. Skills learned in this course prepare students for many entry-level positions in the technology sector of the job market. The skills learned also prepare students for the types of assignments they will be completing in college-level work.

This course provides students with many opportunities to satisfy Outcomes 1, 2, 3, 11, 12, 13.

II. STUDENT LEARNING OUTCOMES

Students will:

1. Use manuals and online tutorials/resources to learn software applications.
2. Complete projects demonstrating their knowledge of and competency in at least* one of the following:
 - Advanced word processing
 - Graphics and page layout functions, table formatting, styles and program customization including macros
 - Database and Spreadsheet
 - Integration with word processing, other functions as needed
 - Desktop Publishing (for print)
 - Page layout and design, print quality, sizing, file importing/exporting, graphics preparation and editing
 - Music/Sound programs
 - Audio capture via MIDI and Internet
 - Audio conversion
 - Audio editing including file management and sound quality enhancement
 - Audio sequencing
 - Video Editing
 - Operating Systems
 - Windows 98, 2000, NT, XP, Mac OS, Linux – setup and customization as needed, problem analysis and conflict resolution

* - As this course can be customized to the interests/ needs of each student, one of the main topics above may be done very deeply or a number of the topics above may be covered more superficially.

3. Choose appropriate applications from those studied, for given problem-solving tasks including tasks commonly required in the workplace and the community.
4. Create projects that demonstrate the impact of computer technology on education, business/industry, and home uses.
5. Present their work to an audience.
6. Compare their work to the work of others and professionals in this field.
7. Self-evaluate their work orally and in written form.

III. ASSESSMENT

A. Student Assessment

Students will be given the grading criteria and course expectations in writing at the beginning of the course. Teacher evaluation of completed student projects, teacher observations of student in-class activities and written tests and quizzes may be used. Student self-evaluation may also be used.

B. Course Assessment

Student, teacher and community/industry feedback will be used to assess the course. Computer Science teachers will meet annually to discuss successes and difficulties in an effort to improve the effectiveness of the course.

IV. METHODS AND MATERIALS

A. Methods

Students will use manuals and online tutorials/resources to learn software applications.

Lectures, readings and presentations by other students, the teacher and, possibly, guest lecturers/presenters.

Students will work individually and in groups.

Students will tutor each other.

Student will make oral presentations to the class and/or industry experts of finished product(s).

The vast majority of time is “hands-on” doing work on the computer resulting in less direct instruction and more student self-discovery.

B. Materials

Students will use current hardware, software and manuals as needed for their work/projects.

C. Technology

Technology will be the major focus of this course and students will be using current hardware, software and Internet access in this course.

D. School-to-Career

Guest speakers, job shadows, adult mentors and/or real-world projects will be used to increase student awareness of the connection between this course and the world of work.

V. GENERAL INFORMATION

Computer Applications is a 5-credit course open to all 9th-12th grade students.

A. Prerequisites

There are no prerequisites for Computer Applications.

B. Requirements Met

This course may be used as elective credit towards graduation but does not meet any specific graduation requirement.

This course is not currently accepted towards any requirement for UC admissions. It is also not currently accepted for any CSU requirement.

Adopted: 9/10/91

Revised: 4/96, 6/98, 4/00, 6/03, 10/03