

Computer Studies 521

Course Outline

The purpose of this course is to give students some experience with a variety of computer applications, introduce programming, and develop general problem solving skills. Some topics and concepts expand on information covered in Information Technology and Communication.

Students are expected to work with a high degree of independence. The teacher's role is to act as a facilitator and coach. In general, after the introduction of some basic concepts, students are expected to work independently to complete the assignments and problems using tutorial functions, help features, and the teacher as resources to help acquire skills.

General Outcomes

After the completion of the course, students should be able to:

1. Understand implications of computer technology for society.
2. Define, plan, and implement a solution to a given problem using computers.
3. Apply appropriate software to a specific problem.
4. Utilize help, tutorial, or expert features of software in order to acquire specific software skills.
5. Understand concepts of and use major software applications.
6. Evaluate and make meaningful comparisons between software applications.
7. Use technology resources for effective communication and information sharing.

Areas of Study

1. Desktop Publishing	8 periods
2. Visual Presentations	8 periods
3. Literacy	8 periods
4. Database	8 periods
5. Spreadsheets	12 periods
6. Programming	15 periods
7. Word Processing	5 periods
8. Internet Research	5 periods
9. Locally Determined Time	15 periods

Time spent on each module is subject to change and therefore the percentage of the overall grade assigned to each module is not firmly specified. The order of the modules is not necessarily as listed above.

Course Grading Assignments

Assignments and Class Marks	35%
Quizzes – Practical and Theory	35%
Final Exam	30%

Expectations

In order to be successful in this course, there are several points that students should keep in focus throughout the semester.

- Attendance is critical since the course is very hands-on and skills-based. Experiences in class form the basis of learning. Students who are absent are asked to have a parent or guardian call the school or bring a note from a parent or guardian.
- Students are responsible for all course work. Students are expected to complete their own work and make up any missed work.
- Punctuality is important to ensure that initial instructions are heard and understood.
- Review class web site frequently and use it as a resource to complete work.
- Practice outside class time either at home or on library computers.
- Follow the expectations outlined in the Eastern School Board's acceptable use policy for computing. Modifying, interfering with, or trying to get past the security provisions of the network or workstations is prohibited and can result in loss of access privileges.

Class Web: www.edu.pe.ca/gray/class_pages/spcain

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