

Computer Explorations Syllabus

Instructor: Naomi Oken

Fall, 2008
Immaculate Heart High School

Course Description

The course is designed to help students gain experience and mastery of a variety of software and web applications. You will use common software such as the Microsoft Office and Macromedia Suites to complete projects that require problem solving skills. You will complete various multi-layered assignments that will help you understand theories and applications of technology in a variety of real world simulations.

Required Materials

- **\$10 course fee for copies**
- **A folder** for your handouts and coursework
- **USB Flash Drive** (1 G minimum, swivel type recommended)

Assignments

Assignments will include both group and individual projects. In addition, you will have a number of short response homework/discussion papers. Quizzes will include basic and advanced terminology and software concepts. The final exam will consist of a comprehensive project that encompasses all of your work over the course of the class.

Following is a list of the topics included in the course:

- Concepts of computers, networks, and ethics in technology
- Web research methodology
- Microsoft Office basics and advanced formatting
- Graphic Design and file compression using Photoshop
- Presentation Skills
- Macromedia Dreamweaver for web site design
- Wiki and Blog use and design
- Video and Animation concepts (if time allows)

Class Policies

Most of your work will be done in class, so a majority of your grades will come from these in class exercises. Quizzes and homework will be assigned points that reflect the time I expect you to spend on them. Other grading factors will be based on your participation and conduct during class time.

NOTE: Excessive tardies and/or absences may affect your grade.