

## Course Syllabus

**Department:** Technology

**Revision Date:**

St. Luke's Episcopal School \* 15 St. Luke's Lane \* San Antonio, TX \* 78209-4299

**Course Title:** Computer Literacy

**Instructor:** Mr. Phillip Marcus Anaya

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- I. **Catalog Description:** This course is an introduction to personal computers for those with limited computer background. Concepts will include computer hardware, systems software, word processing, spreadsheets, databases, presentation software and desktop publishing. Additional computer-related topics to be discussed will include multimedia concepts, networking, the Internet and ethics. Numerous computer assignments are required.
- II. **Pre-requisites, co-requisites and other requirements:** None
- III. **Text:** Learning Computer Applications Projects & Exercises, 2<sup>nd</sup> Edition
- IV. **Instruction will consist of:** a variety of techniques, including lecture, video presentations, Power Point presentations, Web sites, readings, enrichment assignments and group activities. Much of the learning in this course depends on reading and understanding course materials. We will survey the course information through class discussions.
- V. **Course Content:** Upon successful completion of this course the student will have demonstrated an understanding of the material contained in the following list of topics. Evaluation typically will be made and certified by the instructor using a final exam, tests and quizzes, and projects.

### Topics

- Introduction to Computers
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- Networking
- Internet/Browser Skills

VI. **Learning Outcomes and Performance Objectives:**

- Creativity and Innovation
- Communication and Collaboration
- Research and information Fluency
- Critical Thinking, Problem Solving and Decision Making
- Digital Citizenship
- Technology Operations and Concepts

VII. **Course requirements and grade computation.**

Upon completion of the course, the student will be able to:

- A. Create a document and manipulate it to fit their creative needs
- B. Create, modify and manipulate data in a spreadsheet
- C. Create, modify and manipulate data in a database
- D. Utilize the Internet to its fullest potential

**Grading:**

90 or higher	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
59 and below	=	F (I don't expect anyone to go here!)

**Coursework:**

Assignments	=	35%
Quizzes and Tests	=	40%
Participation	=	25%

VIII. **School Policies:**

- A. **Philosophy:** Our unique blend of freedom and discipline creates an atmosphere conducive to learning and to the development of critical thinking skills. We promote the joy of learning by challenging students to do their individual best and by providing them with the support and resources to guide and encourage their discovery. St. Luke's Episcopal School maintains a balance between effort and achievement, the acquisition of knowledge and academic grades, and the exercise of mental and physical faculties with the aim of producing responsible citizens who are conscious of their role in God's world.
- B. **Mission Statement:** St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others.
- C. **The Saint Luke's Way:** As members of a Christian community, our conduct is guided by love and respect for God, our school, our neighbors and ourselves. We demonstrate the St. Luke's Way through behavior that is courteous and cooperative.
- D. **Honor Code:** As members of the St. Luke's Episcopal School community, I will be trustworthy, respectful, and honest. I will not lie, cheat, or steal, nor will I tolerate those who do.