

Productivity Computing

Schroon Lake Central School

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SYLLABUS and COURSE OUTLINE

There are few businesses left that operate without computer productivity software. That is: word processing, spreadsheet, database and desktop publishing. Students who take this course become proficient at a variety of software used across the business world.

“Productivity Computing” is an exploration of personal productivity application software. That is, students will develop expertise in software commonly used in business environments. Students with moderate computer experience will utilize several integrated personal productivity applications to enhance their knowledge of word processing, spreadsheet, and functionality and techniques for presentation graphics. The course will help students to develop **cross-platform** competencies such that they can be successful in a business environment using any commonplace productivity package. The course includes instruction in safe and effective use of the internet.

COURSE RESOURCES

Students need to use their free account at www.TeachersWebHost.com/room/143 to access all instructional materials.

COURSE CREDIT

“Productivity Computing” is a half-year high school elective course for which students may earn ½ credit toward graduation. Credit is awarded in the area of Computer Science.

COURSE OBJECTIVES

Upon completion of this course, the student should be able to use common application programs from Microsoft Office, OpenOffice, Gimp, and Google cloud services. The course begins with internet and data management instruction and then proceeds through more hands-on activities.

- I. Word processor (*Word, Writer, Docs*)
- II. Spreadsheet (*Excel, Calc, Sheets*)
- III. Image Manipulation
- IV. Presentations (*PowerPoint, Prezi, Slides*)
- V. Desktop Publishing (*Publisher*)

COURSE METHODOLOGY

Each lesson begins with a tutorial in the skills to practice for several days. After the tutorial, students will have time to practice. Students may move to the next skill once they have passed the “quiz” for that skill set.

Students will begin learning their skills in Microsoft *Office* products, OpenOffice, and Google productivity applications. They will next apply the same skill to other productivity software in the same category, noting the similarities and differences. A key feature of this course is that students learn to use multiple applications, not just one company’s product.

During the later phase of each topic, students work to polish their projects for that topic.

ASSIGNMENTS and ASSESSMENT

55% - “High Order Tasks” - projects, tests, labor-intensive or difficult tasks

45% - “Low Order Tasks” - practice exercises, short quizzes

Skill – a “skill” in this course is used to refer to something “you know how to do”. It is a very short two to three step process that you can do without much thought (such as saving a file to a target destination). Skills in large numbers (“skill sets”) would give you the ability to complete the projects. Time may be a part of the assessment of some skills in situations where being highly skilled means that you can carry out the operation quickly.

Assessing a skill entails calling the instructor to observe you carry out the task. Students should practice skills until they can earn full credit on a skill assessment.

Projects – a “project” in this course is a finished product that requires use of multiple “skills”. Most projects will include the use of “dummy text” instead of real content so students can focus on computing productivity instead of content.

Skill Set Assessment Rubric		
100	65	0
The student carried out the procedure without error, without thought, and as quickly as an expert.	The student eventually carried out the procedure successfully, but was delayed or had to self-correct at least once.	The student could not carry out the procedure.

THE “CONTINUING ASSIGNMENTS PLAYLIST”

In exchange for having practically no homework, students are expected to not take any free time during class periods and to not waste any time in class. Students who finish the period’s assignment very early are expected to work on their choice of assignment in the “Continuing Assignments Playlist” (see online course). These are tasks in productivity computing that will develop skills we’re working on in class and they do count for credit. Continuing assignments make great opportunities for extra credit.

COMPUTER COURSES at SCHROON LAKE CENTRAL SCHOOL

This course, “Advanced IT”, is the highest level course we currently offer in information technology. Other courses in which you may be interested:

Robotics Programming (½ credit)	Advanced Information Technology (1 credit, computer science or math)
<i>Robots are fast becoming an important part of the world manufacturing economy. Someone is losing his job to a robot. Someone else is getting a job programming them. Get hands on experience in this course programming robots for a variety of challenges.</i>	<i>Think you might be interested in a career in IT or as a coder? This course was developed from browsing community college course catalogues for IT degrees. Get a taste of several programming languages, develop your own web app, learn how computer, networks and databases work.</i>