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Grade Level: 11, 12  Credit .5

Time Requirements:
Students should complete all classwork assignments weekly, if classwork is not completed in class, it is required that is must be completed as homework each week. Students are required to contact the instructor prior to the any absence in order to determine how the student will make up any missed assignments.

Course Description:
This hands-on course examines three Microsoft software applications (Word, Excel, and PowerPoint). This course will also look at basic skills for other software applications that involve web and graphic design. This course progressively builds on previously established computer application concepts. In addition to independent projects, students will be required to participate in daily computer based class work assignments to demonstrate application proficiency. Class participation and cooperative learning in which students learn from each other and help each other is an important element of this course and part of each student’s grade. This course will teach students how to learn to identify and solve software problems, work together and help each other and to think critically. Students will learn how to do something as well as be able to identify why and when to use it.

Course Content: student will demonstrate a basic understanding of the following:
(Over a 9 week time period to earn a.5 credit.)

CTB 218
Weeks:
1. Introduction to JasperActive (Computer Assisted Learning)/Complete Precision Exam
   PreAssessment / Presentation Software (PowerPoint-JasperActive)
2. Presentation Software (PowerPoint-JasperActive)
3. Word Processing Software (Word – JasperActive)
5. Spreadsheet Software (Excel – JasperActive)
6. Spreadsheet Software (Excel – JasperActive)
7. Exhibit behaviors and qualities needed to maintain employment in the workplace
8. Internet Safety- Using the Internet safely and responsibly. Will also address online bullying, privacy and information sharing, and social media and its appropriate use.
9. Complete Precision Exam Post-Assessment

This course meets Common Core State Standards as defined by the State and the School District. This course meets the State and School District graduation requirements.

College Credit may be available. Student must request Dual Credit within the first week of the class. At the end of this course, students will be eligible for industry certification through Microsoft.

Common Core State Standards (CCSS)
- Refer to Common Core State Standards for English Language Arts) which can be found on-line at http://www.k12.wa.us/CoreStandards/ELAstandards/default.aspx for more detail and to identify specific standards.

Materials (may include but are not limited to):

- District approved guest speakers
- Internet Sites, Lab experiences, Computer based learning models, Reading materials, Videos
  All materials will be provided by the instructor
Assessment (may include but not limited to):
- Oral/Written expression for mastery understanding of course concepts and demonstration of the application of course concepts.
- Performance based evaluations through computer assisted program, labs and projects.
- Progress reports will be done monthly by the instructor.

Progress:
- Student progress is monitored weekly. Students are required to complete all work on the week assigned by Friday. A percent grade will be given on Fridays. Student monthly progress is at the discretion of the certificated teacher based on weekly evaluations and the students’ ability to complete the required learning benchmarks for that month.
- If a student fails to make collective progress for all weeks, then monthly progress is unsatisfactory. Student monthly progress is specifically evaluated against progress benchmarks, which are clearly defined in the course for each month.
- In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates.
- These established progress benchmarks will allow teachers and students to assess the students’ educational progress in meeting the course learning standards.

Grading Scale: (Progress reports will be done monthly)
- **A** (90-100%) Student demonstrates exemplary abilities through scores earned; student showed outstanding mastery of expected skills.
- **B** (80-89%) Student demonstrates adequate abilities through scores learned on assessments; student shows adequate mastery of expected skills.
- **C** (70-79%) Student demonstrates average abilities through scores earned; students showed average mastery of expected skills.
- **D** (60-69%) Student has made a concerted effort to demonstrate the above skills but circumstances have created a situation(s) where this is not possible.
- **F** (below 59%) **Student has not made effort to demonstrate progress.** Student does not meet academic or attendance expectations in spite of interventions.

Relationships to other Content Areas:
- Completion of this course will require the student to integrate: mathematical, logical linguistic, social, historical, societal, technological, and writing skills.

Class Expectations:
- Students are **required** to complete 3 sections of JasperActive (PowerPoint, Word, & Excel)
- Student may demonstrate self-discipline, acting in a manner that does not detract from the learning of others.
- Please be in class, on time, regularly. Many experiences we do cannot be re-created on an individual basis.
- It is the student’s responsibility to get assignments and activities that have been missed due to absence.