

# Software Applications by Design A & B (Sem. 1 & 2)

## COURSE DESCRIPTION (OVERVIEW)

Empowering students to use a computer effectively is essential in every career field. Students design and complete word processing, desktop publishing, spreadsheets, databases, and multimedia projects that reinforce the Microsoft Office Specialist standards taught throughout this course. Keyboarding, an enabling skill for all computer use, as well as Internet research skills are taught and reinforced throughout both Software Applications by Design A and B.

**Microsoft Office Specialist - MOS** - Students may elect to take the Microsoft Office Specialist - MOS (formerly known as MOUS) certification core-level examinations for Microsoft Word and Microsoft Excel at the conclusion of Software Applications by Design A and the core-level examinations for Microsoft Access and Microsoft PowerPoint at the conclusion of Software Applications by Design B. Students may become MOS certified trainers after successfully completing two MOS examinations.

## COURSE REQUIREMENTS & PRE-REQUISITES

Students must successfully complete each semester's coursework and sit for a countywide exam at the end of each semester. Successful completion of this course earns the student one credit toward high school graduation. It is extremely important to note that according to MCPS policy for high school courses taken in middle school, **students must pass the final exam in June in order to receive high school credit, and the earned grade in this course will appear on the high school transcript.** Your successful completion of Software Applications by Design may also offer you college credit. In an articulation agreement between MCPS and Montgomery College, Software Applications has been aligned with Montgomery College's "Introduction to Computer Applications", course CA120. If you earn a B or better in Software Applications, and enter Montgomery College's degree or certificate programs to which CA120 may be applied within 2 years of MCPS graduation, you may be eligible for college credit for this course.

## COURSE TOPICS

### *Semester 1 (Software Applications by Design A)*

- o Keyboarding
- o Computer Basics
- o Microsoft Word
- o Microsoft Excel

### *Semester 2 (Software Applications by Design B)*

- o Microsoft Access
- o Microsoft PowerPoint

~A very important concept in working with computer technology is the importance of saving and backing up work at regular intervals. You will be strongly encouraged to develop these fundamental skills while working in class. Therefore, if you neglect to save and 40 minutes into the period we have a power surge, you need to understand that it will be your responsibility to make up the work if the necessary procedures were not followed. ~

## MATERIALS

- o It is recommended that you have a notebook or one section of a binder for notes, returned work, and warm-ups as well as a pencil or pen. Notes and returned assignments are very useful for studying for exams.
- o Optionally, a Flash Drive will be useful for saving work done at school to complete or study at home, but is not required. I have several flash drives that may be signed out for this purpose.

## HALL PASSES

In order to successfully complete this course and meet timelines, you will need to be in class. Therefore, hall passes will be issued for emergencies only. Please make every effort to go to the bathroom and get a drink during the break between classes. This is school policy and it will be enforced in this classroom.

## GRADING

Students' grades will be based on mastery of specific course standards. Students will be assessed through the use of a variety of assignments and projects. Work not attempted will be recorded as a Z and calculated as zero.

### Breakdown by Category w/Percentage:

Category	Percentage of Total Grade
HW for Practice*	5%
Formative Assessments	75%
Summative Assessments	20%

MVMS uses the "raw score conversion to percentage" method to calculate grades. Therefore, the # of points a particular assignment is worth does not impact its weight within a category (18/20 carries the same weight as 36/40). However, assignments may still be weighted within categories by assigning weights to specific assignments  
\*This category will generally be used for informal assessments, or "quick checks", that check periodically for understanding on small tasks.

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## GRADE UPDATES

Grades entered in a teacher's electronic gradebook are automatically uploaded to Edline on a nightly basis. Both students and parents should log into Edline regularly to check grades and missing assignments. Students are expected to know their grades, and what, if any, work is missing at all times. There should be no surprises in this class to students or parents. If you need an Edline activation code, please contact me at [alice\\_marable@mcpsmd.org](mailto:alice_marable@mcpsmd.org). In addition, it would be extremely helpful to enter an active email address in both student and parent Edline accounts. I use this to communicate with you throughout the year.

## COMMUNICATION

One of the most useful ways we have to communicate is your child's data notebook. Please check this daily for information. I can also be reached by email (fastest) or by calling the school (301-840-4660). In addition, please check Edline regularly to know if you are missing work.

## RETEACH and REASSESS

Reteach/reassess opportunities will be provided at teacher discretion. The opportunity for reteach/reassessment will be available for all homework and formative assessments if the assignment was submitted by the due date and the student clearly put forth maximum effort. In accordance with MCPS policy, summative assessments cannot be reassessed. *The original student work, along with the teacher comments and/or rubric, must accompany the revised work in order to be re-graded.*

## HOMEWORK

Homework assignments will be very rare in this class. However, as stated above, this is a fast-paced class and students will be required to complete work by given due dates. Students who cannot meet these deadlines in class, or who are absent, must complete their work outside of class. I am available during lunch and after school most days, and the media center is open after school for computer use. Students may also email work home, or copy it to flash drives, to complete at home if they have the necessary software.

## MAKE UP POLICY (A Student's Guide to rights and responsibilities in MCPS)—

"You are responsible for making up any work you miss during absence, regardless of the reason for the absence. If the absence is unexcused, your teacher does not have to help you make up the work you missed, give you a retest, or give you an extension on work that was due. Even though the teacher does not have to help you get credit for missed work, you still have to make up the work so that you can complete the rest of the course." If your absence from class is excused, you will be allowed to make up the missed work. Work must be made up in a timely manner. **It is your responsibility to check with the teacher about missed work.**

## INTERNET USE

Students are allowed to use the Internet for school purposes. Students taking advantage of this policy will be warned. Repeated offenses will result in revocation of computer or Internet privileges. Loss of Internet or computer privileges in a computer class makes it very difficult to successfully complete the class. Students who lose privileges will still be responsible for completing work, but will be required to complete it outside of class.

**Students may temporarily lose access during 1 or more class periods if they are missing assignments or are caught abusing their privileges. If this becomes a problem the parents will be notified.**

## LAB RULES

Complete lab rules are distributed separately, and need to be reviewed, but the following needs special attention:

- **Food and drink:** We are asking you to respect the equipment provided by MVMS by not eating or drinking *anything* in the lab. Food, drinks and candy should be kept in your locker. Any drink, food or candy seen elsewhere in the lab will be confiscated. Repeat offenses will result in consequences. **All computer labs are NO GUM ZONES.**
- **Computers:** All students will be assigned to a computer. That computer is your responsibility and therefore is the **ONLY** computer you should be using or touching. When helping a classmate, help with words.

## WORK FOR OTHER CLASSES IN COMPUTER CLASS

Students are expected to spend 100% of each class period working on their class work. Working on other class work will not be allowed, unless you have my permission prior to do the work. Any unauthorized materials will be confiscated until Friday afternoon of that week. Not following this procedure constitutes a lack of participation and could result in further consequences, as assigned by the teacher.

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Teacher: Alice Marable

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Content Specialist

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Content Administrator

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Principal

Mrs. Marable, [Alice\\_Marable@mcpsmd.org](mailto:Alice_Marable@mcpsmd.org)