# PRODUCTION COMPUTER APPLICATIONS – SYLLABUS
## Mrs. Axman, Instructor

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**712-335-4848 High School**
**712-468-2355 Home (7:00am – 8:00pm)**

This class is based primarily on project learning. You will be allowed to work at a pace that is comfortable for you, therefore all students in the class may not be at the same point in the curriculum, but everyone will be required to meet deadlines. **Pay close attention to these deadlines**. You will want to **work ahead** if at all possible, as deadlines are the final date you may turn in work/projects. Late work will only receive credit at the discretion of the instructor.

It is important to look at the project requirements and follow them. All work will be saved individually and turned into Mrs. Axman electronically by sharing projects via google drive; a limited number of assignments may be printed. This class is intended to increase your ability to use digital tools so that you can transfer this knowledge to other classes and to life outside of school. For this reason a variety of software applications will be available. The possibilities include, but are not limited to:

Required: Microsoft Office Certification Exam (industry standard testing)
We will be using TESTOUT in order to prepare for industry exams.

- Desktop Publishing (InDesign/Illustrator/Apps)
- Audio Podcasting (Audition/Soundtrap/Apps)
- Web Page Design (Dreamweaver/Apps)
- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Audio Recording, Mixing (Audition)

- Photo Editing (Photoshop/Apps)
- Presentation (Apps)
- Programming/Coding (Scratch/Apps)
- Video Editing (WeVideo/Adobe Premiere/Apps)
- 3D Design (SolidWorks, Blender, Photoshop)

Projects/Software Proposed by Students (when possible)

## Grading Policy:
Students will complete a variety of projects (teacher & student selected).
Student work will be averaged as follows:

Projects (90%)
Attendance (10%)

| GRADING SCALE | |
|---|---|
| 93-100% | A |
| 90-92% | A- |
| 87-89% | B+ |
| 83-86% | B |
| 80-82% | B- |
| 77-79% | C+ |
| 73-76% | C |
| 70-72% | C |
| 67-69% | D+ |
| 62-66% | D |
| 60-62% | D- |
| 0-59% | F |

# LATE WORK POLICY

Because you are working at your own pace, it is rare for work to be counted late in computer applications. Mrs. Axman will have a private discussion with any student who seems to be falling behind a reasonable time frame for completing course curriculum and come up with a plan to get back on schedule.

# CLASSROOM EXPECTATIONS

*P* **REPARED**     Be Prepared:  Have all class materials and work completed at the start of each class period.

*A* **CCOUNTABLE**     Be on Time:  Sitting in your seat, ready to learn, when the tardy bell rings.
Be on Task:  Use your class time wisely to complete all assignments and class activities.

*C* **ONSIDERATE**     Be Respectful:  Treat all teachers, students, class visitors and equipment with respect.

# HANDING IN HOMEWORK

- Paper Copies – turn into the red flower box
- Digital Copies – place in your class folder on google drive

# COURSE STANDARDS & BENCHMARKS

**STANDARD 1:**  Students will learn competency-based education, which contributes to the individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and occupational-specific skills.

**IOWA CORE CURRICULUM – TECHNOLOGY LITERACY**

1. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

2. Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

3. Apply digital tools to gather, evaluate, and use information.

4. Demonstrate critical thinking skills using appropriate tools and resources to plan and conduct research, manage projects, solve problems and make informed decisions.

5. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

6. Demonstrate a sound understanding of technology concepts, systems and operations.

**The instructor reserves the right to change, delete, or modify the above information.**