



Tohoku International School

Secondary School Course Syllabus

Course Title: Basic Computer Applications	Teacher: Mr. Zane Clifford Email: zclifford@tisweb.net
Level: Grades 7 through 10	Time Frame: 18 weeks (Semester 1)
Brief Course Description: This course introduces students to a wide variety of online applications that are prevalent and useful in society. Students will gain experience with a number of software programs such as Google Docs, Sheets and Slides, as well as an introduction to website design through HTML.	
Course Philosophy: The rapid evolution of technology has revolutionized how we create, transmit and consume information. Particularly prominent in this regard is the Microsoft Office suite of applications, which are now available in an online form accessible to anyone who has access to the internet. Increasingly, students need to be familiar with and proficient in using these applications. Another area of interest in the information age is website design. HTML is a good introduction to this subject. This course aims to provide students with the basic understanding of these programs and to encourage further self-motivated exploration. These skills are increasingly relevant and important for students to develop so they have the skills required to succeed in the information age.	
Course Objectives: At the end of the course, students will be able to: <ul style="list-style-type: none"> • Identify and utilize the tools available to create and modify documents, spreadsheets and slideshow presentations to given specifications and also to create their own content using these applications • Create a simple website using HTML, Text Editors and Browsers 	
Units of Study: <ul style="list-style-type: none"> • Word Processing with Google Docs • Using spreadsheets with Google Sheets • Presentation design with Google Slides • HTML and Website Design 	
Assessments: <u>Course Work, Demonstration of Skills – 90%</u> Google Docs – 25% Google Sheets – 25% Google Slides – 25% HTML and Website Design – 15% <u>Learning Skills – 10%</u>	

Tohoku International School:

A community of learners preparing for life in an evolving global society