

SYLLABUS

Keyboarding/Office Applications

INSTRUCTIONAL GOALS

Course Description:

The keyboarding portion of this class is designed for students to learn and practice proper technique, as well as build speed and accuracy. After students become more comfortable with their keyboarding skills, they will apply those skills toward word processing, spreadsheets, desktop publishing and PowerPoint assignments.

Learning Targets: At the end of this course, students will:

- Navigate through the network to save and print
- Learn to operate the keyboard using home row with speed and accuracy
- Be able to use Microsoft Word, Excel, PowerPoint and Publisher
- Use keyboarding skills to create various document types and to format them correctly
- Use a desktop publishing program to create calendars, brochures, newsletters and posters/flyers
- Create and present a slide presentation with various requirements
- Understand and know how to use spreadsheets; what they are, how to create them and how to use them

Essential Learning Goal:

- Use various computer programs and applications to create documents that serve specific needs and/or audiences.
- Demonstrate how to navigate through our network to find requested servers.

Essential Learning Targets:

• Perform with Integrity	• Acquire knowledge
• Solve Problems	• Effectively Communicate Orally
• Manage Time & Priorities	• Embrace Change
• Think Critically	• Take Initiative
• Build & Sustain Professional Working Relationships	• Analyze, Evaluate & Interpret Information

NEEDS AND RESOURCES

Required Materials

To successfully complete this course, you will be provided with the following in your classroom:

- Glencoe *Keyboarding with Computer Applications* Book
- Glencoe *Keyboarding with Computer Applications* Student Manual
- Computer with Windows 10 and Microsoft Office 15

COURSE SCHEDULE

- *Quarter 1:* Basic Keyboarding. Focus on accuracy and good habits, as well as speed. Units 1- 2
- *Quarter 2/3:* Formatting and creating numerous types of personal and business documents, using templates, and inserting WordArt, shapes, images and shading to enhance documents. Units 3 - 5
- *Quarter 4:* Introduction to Publisher, PowerPoint and Excel. Units 6-7

POLICIES AND PROCEDURES

General Rules:

- Respect your school, computer lab, your teachers, and other students.
- No internet without permission; approved sites only when work is complete. No streaming music or videos.
- Never use a computer you are not assigned to without prior permission.
- Absolutely NO eating or drinking in the computer lab.
- Settings on the computer will NOT be allowed to be changed.

Grading Policies:

Each student may receive up to 5 points a day for good class behavior, being on task, leaving their cover on, and working throughout the period. Besides the daily points, there will be printed assignments 1 to 2 times a week that will be graded very thoroughly. Students will also receive credit for daily assignments that are not printed, but saved in their folder for me to look at.

Absences will automatically receive a 0 for the 5 daily points; if that assignment is made up, points will be reimbursed. Tardies will cause the loss of 2 of the 5 daily points. All printed assignments can be made up; each student has until the next make-up day to get the work in or it becomes and stays a 0. It is the student's responsibility to find out and look up what they missed and to get that work in. Keeping up your agenda will help to keep record of what assignments were missed since we do 1 lesson each day. Each class will have their assignments posted daily in my agenda for easy finding.

ALL PRJH Classes have the following Non-Negotiable Expectations

PRJH STUDENTS ARE EXPECTED TO DO THE FOLLOWING:

1. Students will be in their seat ready to work when the bell rings.
 - Students are given 2 tardies per quarter without penalty.
 - A student's third tardy results in 3 days of lunch detention.
 - Each subsequent tardy results in an additional day of lunch detention.
2. The proper heading will be present on all papers.
 - First and last name
 - Period
 - Assignment name
 - Date
3. Students must use their agenda to leave class.
4. Students will be:
 - Safe
 - Kind
 - Respectful
 - Responsible

CONTACT INFORMATION

- Mrs. Anselmo
- (208) 448-1118, prep 11:15-12:05
- julieanselmo@sd83.org

Please keep the above information for your reference and send this separate page back with the following information:

Student name: _____

Parent name: _____

Student email: _____

Parent email: _____

Preferred phone: _____ Can I leave a message? _____

Preferred way for me to contact you: Email Phone

I have read the Keyboarding/Office Application Syllabus.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____