



Elmwood High School Keyboarding/Software Applications Syllabus 2019 -2020

Course: Keyboarding/Software Applications

Instructor: Mrs. Colgan

Room: 211

Email: scolgan@elmwood322.com

ACS: Junior ACS & Computer Lab Supervision, Room 211

DESCRIPTION

Keyboarding & Software Applications is a one year class that teaches basic and intermediate computer productivity skills to students. Students will enhance keyboarding techniques and skills and learn to use word processing, presentation, and spreadsheet software effectively. Students will also learn universal word processing concepts that apply to today's software and can be applied across platforms and applications. Microsoft Windows 10, EduTyping, and the Microsoft Office 2016 Suite will be utilized throughout the class.

ONLINE SOFTWARE

Edutyping.com
License ID: elmwoodhs





GUIDELINES FOR SUCCESS....

1. Be responsible. Be on-time and stay in class working every day.
2. Treat everyone with respect. Positive comments only.
3. Cooperate with others, even if you don't like them.
4. Always be willing to give a good effort.
5. Be open to new ideas and opinions.
6. Be willing to try—no complaints.

THE ROAD TO SUCCESS....

These expectations are designed to create the best situation for learning and may be revised and expanded as circumstances require.

ARRIVAL TO CLASS

-  Be in your assigned seat when the bell rings
-  As soon as you arrive in class, log on to your assigned computer
-  Class begins promptly each day
-  The school tardy policy applies.

FOOD OR BEVERAGES ARE NOT ALLOWED IN THE CLASSROOM

ASSIGNMENTS

- 🖨️ It is essential to your academic success to complete all assignments.
- 🖨️ Do not throw any assignment away until you have seen it in PowerSchool.
- 🖨️ Every assignment must be turned in with your name on it in the header (unless directions say otherwise) and be placed in the appropriate basket.
- 🖨️ An assignment turned in without a name will be recycled.
- 🖨️ All assignments are posted on the board as well as the instructor's website.
- 🖨️ You are required to make up the lesson(s) missed when you are absent. You will have the same number of days to make up the work that you were absent. If the work is not completed in that time, you will receive a zero.
- 🖨️ If absent, it is your responsibility to find out the assignment and turn it in within the time limit stated above.

BE PREPARED

- 🖨️ You must have your agenda at all times.

MANNERS

- 🖨️ Raise your hand if you have a question.
- 🖨️ Respect the teacher, as well as everyone around you.
- 🖨️ If a visitor enters the room or if I receive a phone call from a parent or from the office, you should remain quiet and on task.
- 🖨️ Take care of the equipment in the room.

CHEATING

- 🖨️ Zero tolerance. WHEN caught, an automatic zero!

END OF CLASS

- 🖨️ Close all programs and log out.
- 🖨️ When leaving, make sure your workstation is straightened up and your chair is pushed under the table. Place all trash in the can or recycling bin.

APPROPRIATE CLASSROOM LANGUAGE ONLY

CLASS WORK & GRADING PROCEDURES

Class time is to be used for instruction and practice. All assignments will be done in class. You are required to get the assignment if you were absent for any reason. Assignments that are not completed during class should be finished on your own time (during ACS, before/after school).

COURSE CONTENT

This course will enhance your skills using the MicroSoft Office 2016 package.

Word—This is a word processing program.

Excel—This is a spreadsheet program.

PowerPoint—This is a presentation program.

We will begin the year with a review of basic keyboarding applications using a word processing program to produce memos, letters, reports and then advance forward covering the following topics:

MicroSoft Word

- Word Basics

- Basic Editing

- Helpful Word Features

- Formatting Text

- Formatting Text

- Formatting Paragraphs & Documents

- Working with Graphics

- Working with Documents

MicroSoft PowerPoint

- PowerPoint Basics

- Enhancing a PowerPoint Presentation

- Working with Visual Elements

- Expanding on PowerPoint Basics

MicroSoft Excel

- Excel Basics

- Changing the Appearance of a Worksheet

- Organizing a Worksheet

- Worksheet Formulas

- Function Formulas

- Enhancing a Worksheet

- Worksheet Charts

Culminating Project**

Desktop Publishing

TESTS

If a student is absent for a test, it must be made up within the allotted time as stated above. Test dates will be announced. If you are absent the day before the test, you will be required to take the test.

EVALUATION

First Quarter	40% Tests 30% Timed Writings 30% Daily Work
Second Quarter	50% Tests 25% Timed Writings 25% Daily Work
Third & Fourth Quarter	37.5% Tests 37.5% Daily Work 25% Coding

TIMED WRITINGS

First quarter timings are 3 minutes with 2 errors per minute allowed.

Second quarter timings are 5 minutes with 2 errors per minute allowed.

First Quarter		Second Quarter	
40 & ↑	A	45 & ↑	A
34 – 39	B	39 – 44	B
24 – 33	C	29 – 38	C
16 – 23	D	21 – 28	D
15 & ↓	F	20 & ↓	F

All things are subject to change at the teacher's discretion.