

Computer 7

One Semester

Course Content

Students will practice correct keyboarding technique while completing alphabetic keyboarding lessons provided through online keyboarding “Typing.com”. Introduction to basic word processing skills will be taught using Microsoft Word 2021. Formatting of business letters, envelopes and setting tab stops are some of the features presented. Instruction using Microsoft Publisher will include basic drawing tools, inserting digital and scanned pictures and templates.

Software

MS Word 2021
MS Publisher 2021
Typing.com

Textbooks

Century 21 Keyboarding and Information Processing
Shelley Cashman Series “Microsoft Office: Complete Concepts and Techniques”

Peripherals

Digital camera
Scanner on photocopier

Course Objectives

Students will:

- demonstrate correct keyboarding techniques in posture and finger position.
- apply basic word processing techniques to documents using Microsoft Word.
- create desktop publishing documents using MS Publisher
- integrate the use of the digital camera and scanner in desktop publishing documents.

Evaluation Process

Daily grades will be given for correct keyboarding technique, which include:

- Sitting up straight
- Feet flat on the floor
- Wrists off the keyboard/table
- Fingers curved over home row
- Arms relaxed at student’s side
- Eyes on copy
- Using correct fingers to press keys
- On task
- Work area in order
- Attitude

Grades will also be given for completed daily assignments and tests.

| GRADING SCALE | | | | | |
|---------------|--------|---|-------|----|-------|
| A+ | 100-99 | A | 98-96 | A- | 95-94 |
| B+ | 93-92 | B | 91-89 | B- | 88-87 |
| C+ | 86-85 | C | 84-82 | C- | 81-79 |
| D+ | 78-77 | D | 76-73 | D- | 72-70 |

Classroom Expectations

- **Cheating Policy**—Cheating is not acceptable and will result in a ZERO score for the assignment. In addition, a photocopy of the assignment and a letter will be sent home to the parent/guardian.
- Be respectful of everyone in both word and action.
- Be on task.
- Model appropriate office behavior by keeping rolling chairs in close proximity to the workstation (no spinning) and keeping feet flat on the floor.
- Only one person allowed in the photocopier room at a time.
- Fill out a yellow pass to be excused to the restroom.

Daily Work Procedures

- All assignments must be saved in **your** OneDrive with the **assigned file name**.
- All assignments must have the student name and job name included on the assignment. This information must be in the form of a footer, unless other directions have been given. A one-point deduction will be taken on papers turned in without this information.
- Assignments will be posted in my lesson plans on the school website. Assignments are entered in PowerSchool as a zero until the assignment is turned in. This allows the student to see his/her current score.
- Handouts and additional information for homework assignments will be stapled to the **BACK** of the student copy when turned in for a grade. Any handouts that are not attached or that are stapled incorrectly will result in a point deduction.
- Place completed assignments in the designated IN folder. Graded assignments will be placed in the OUT folder.
- You are responsible for make-up work. If the assignment was a handout, it will be in the make-up folder with your name on it. Book assignments will list page number and job in the lesson plans.

- At the end of the class period, log off workstation, return textbooks, clean work area with a sanitizing wipe, straighten work area, and wait by your machine until the bell rings.