Farwell High School

**Computer Applications** **Course Syllabus**

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**Course Description:**

Students will learn the fundamentals of touch-typing skills to gain speed and accuracy while maintaining correct keying techniques. Students will also gain experience managing files and working with Microsoft Word to create business letters and academic reports. In addition, students will identify, discuss, and develop understanding of current social issues related to technology.

**Goals and Objectives:**

1. Touch-type (without looking at keys) at 25 wpm
2. Demonstrate proper keying technique
3. Organize and maintain a file system
4. Operate functions within Microsoft Word to create memos, letters, and reports
5. Identify and understand current social issues related to the increased use and development of technology
6. Increase math, writing, and reading skills through weekly practice of Number Sense activities, Writing-Across-the-Curriculum assignments, and Reading Apprentice strategies.

**Grading Scale:**

A- to A 90% - 100%

B- to B+ 80% - 89%

C- to C+ 70% - 79%

D- to D+ 60% - 69%

A*ny score below 60% is considered an E.*

**Distribution of Grading Components:**

Keying Technique 50%

Daily Assignments 25%

File Management 25%

**Resources:**

* Textbook: *Keyboarding & Information Processing*, South-Western Publishing
* MicroType 3 Typing Program
* Articles and files located on the shared drive

**Behavioral Expectations: (Class Rules)**

1. BE READY—
   * Be on time to avoid being marked TARDY!
   * Be in your seat, logged on, ready to work when the bell rings.
   * Please don’t stand in the doorway. Go to your seat so we can get started right away.
2. BE RESPONSIBLE—
   * Work from bell to bell to maximize all learning opportunities.
   * Once your work is completed, you may play approved typing and technology skills games that will enhance your touch-typing speed and accuracy.
   * Get your make-up work when you are absent.
   * See me before or after class to get your missing assignments.
   * Check your grade on-line to see what you are missing.
   * Late work will receive a reduced grade.
   * You must be present to receive a Keying Technique grade. To receive credit when you are absent, you must make up the time missed by working at lunch or before and after school. Please see me to schedule a time to do make-up work.
3. BE RESPECTFUL—

* Remember the “Golden Rule.” Treat others as you want to be treated.

1. Use only approved electronic devices:
   * No cell phones allowed in the classroom. Cell phones will be confiscated and turned in to the office where you may pick them up at the end of the school day.
   * You may listen to music if you have an I-Pod and headphones. You may not use your phone for music or stream on-line as this slows down the school servers.

Be Ready

Be Respectiful

Be Responsible

**Key Topics Covered this Trimester:**

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| --- | --- |
| Week 1 | Introduce New Keys & Microtype  Elements of Proper Keying Technique  Password Protection & Skyward Access  File Management, Creating Headers & Footers  Graphing Speed & Errors |
| Week 2 | Introduce New Keys  10 Commandments of Good Listening (Article)  Understanding the Importance of Touch-Typing (Article) |
| Week 3 | Introduce New Keys  Repetitive Stress Injury  Cyber Safety (Videos) |
| Week 4 | Introduce New Keys  Timed Writings & Speed Drills  Problem with Technology in Schools (Article) |
| Week 5 | Introduce New Keys  Cell Phone Etiquette (Article) |
| Week 6 | Drill & Practice (Emphasis on Accuracy)  Proofreading Marks  Netiquette (Article) |
| Week 7 | Drill & Practice (Emphasis on Accuracy)  On-line Presence |
| Week 8 | Drill & Practice (Emphasis on Accuracy)  Microsoft Functions (Align, Margins, Bold, Italics, Underline)  Internet Copyright Laws (Article) |
| Week 9 | Drill & Practice (Emphasis on Speed)  Formatting Block-Style Letters  Using Images in Word Documents  Understanding Google Drive |
| Week 10 | Drill & Practice (Emphasis on Speed)  Formatting Academic Reports  Using Google Drive |
| Week 11 | Drill & Practice (Emphasis on Speed)  Assistive Technology (Article) |
| Week 12 | Exam Review and Exam |

**\*NOTE: This is just a guideline. Topics may change depending on school calendar and events.**