C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmf

**Course Description:**

A course designed for students to learn touch techniques and proper keystroking while continuing to develop composition and proofreading skills as well as speed and accuracy. Students will demonstrate keyboarding proficiency in document formatting (personal letters, reports, tables). Other forms of input technology may be introduced. Students will utilize the computer as a time-and labor-saving device for personal and business productivity.

**Course Competencies:**

Students will understand application software. They will demonstrate competency by utilizing appropriate software for specific tasks.

Indicators

* Application Software—use application software (word processing, spreadsheet, presentation) and intermediate application features(headers and footers, page numbering, tables, graphic formatting, formulas, charting, etc.)
* Emerging applications—use emerging application software (scanners, digital cameras, etc.)
* Ethical issues—identify ethical issues in the information technology field and describe the consequences of misuses
* Policies—follow safety and security policies
* Resource materials—use online and offline help, tutorials and resources to learn software
* Technology Research—locate, analyze, access, exchange, organize and synthesize information

Throughout the quarter, students will compose various writing assignments at the keyboard, be introduced to various computer terminologies, as well as practice on using the PowerPoint program.

**Grading will be based on:**

* Technique checklists
* Daily typing exercises
* Quizzes
* Test

**Grading Policy:**

All assignments are expected to be handed in during class time on the due date. If an assignment is late, 5 points on small assignments and 10 points for large projects will be deducted for each day.

If you are ill, you will be given an extension on the due date the number of days you are absent from class. If you know in advance that you will be absent from class, assignments will be due before you leave unless other arrangements have been approved by me.

**My** Johnson Brock Public Schools web site is located at: <http://jbbusiness.weebly.com> My email address is [sylvia.smith@johnsonbrock.org](mailto:sylvia.smith@johnsonbrock.org)

Please feel free to contact me at anytime.

# Classroom Rules

All school rules and common courtesies of any classroom should be followed.

Do not download anything from the Internet

No chat lines or emailing of any type.

School computers are not to be used for any personal use.

Clean your keyboard every day before using.

Your area needs to be cleaned up and all books put away and chairs pushed in before leaving the room.

Use the sign out sheet and appropriate pass when leaving the room. Please ask to use the restroom at the beginning of class and only leave the room for emergencies.