Computer Preparation I
Syllabus

Objectives: During their six week rotation, students will begin learning the alphabet, punctuation, number, and symbol keys using the self-paced keyboarding program.   Students will also learn to use the arrow, insert, delete, home, end, and enter keys as well as the space bar and proper keyboarding posture and hand usage. Using Microsoft Word XP, they will also learn word processing skills such as setting margins, headers, saving and opening files, a basic one-page report. They will learn basic computer literacy. Additionally, they will learn about computer ethics and how to care for and clean a personal computer. Students will learn the basics of desktop publishing by using Microsoft Paint, Microsoft Word, and clipart available on their classroom computer/the Microsoft website.

Course Materials: *Mavis Beacon Teaches Typing* keyboarding program; *Micro Mastery: Keyboarding and Word Processing Applications.* Grace L. Marshall and Berle Haggebalde, Glenco McGraw-Hill © 2000; *Windows XP Basic Tour:* Microsoft Corp. Teacher-prepared computer materials and computer videos may also be used.

Grading Scale:

95-100%	A	73-76%	C
90-94	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0 -59	E

Coursework: Students will complete six-weeks of keyboarding practice and gain word processing skills using Mavis Beacon and Micro Mastery textbook. They will view the Windows XP Basic Tour and complete the accompanying worksheets. Students will complete at least one project: Framed Family Picture or Cartoon Strip. Other projects will be available for students who complete the course work. At the end of the rotation, students will take a test over computer literacy, care, ethics, and beginning work processing skills.

Homework: Computer Preparation has no assigned homework except studying for a quiz or test. All keyboarding and worksheets are designed in content and time frame to be completed in class. A student will have homework is if he/she is absent from school, does not work diligently in class, or chooses to redo a keyboarding assignment to improve his/her grade. All students have the opportunity to check out a textbook to key outside of school, key during their lunch hour (after he/she has eaten) or after school with prior permission.

Materials: All students will be expected to bring a folder, pencil, paper, and their school planner each day to class. **Optional**: USB Flash-Drive for saving documents and a head set for multi-media projects.