Computer Preparation II
Syllabus

Objectives: During their six-week rotations, students will finish learning/review the number, symbol, and balance of punctuation keys using the self-paced keyboarding program. They will continue learning word processing skills such as vertical/horizontal centering, setting tabs, and formatting basic one-page reports. Students will increase their keyboarding speed and accuracy. They will continue intermediate computer literacy and learn more about computer ethics. Students will continue building on their basic desktop publishing skills by using Microsoft Paint, Microsoft Word, and the clipart available from their classroom computer/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:* Microsoft Corp.; Teacher-prepared computer materials and computer videos will also be used.

Grading Scale and Distribution:

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 at least five weeks of keyboarding practice and gain additional 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 desktop publishing project: Cartoon Strip or other available project. They will learn how to troubleshoot basic hardware and software problems and view/discuss videos on computer ethics. 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, ethics, and intermediate word 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 type outside of school, type 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 for taking notes, and their school planner each day to class. **Optional:** USB Flash-Drive for saving documents and a head set for Multi-Media Projects.