

Computer Preparation III Syllabus

Objectives: During their six-week rotation course, students will format and proofread various reports (one-page and multi-page), letters, tabulations, and club reports. They will increase their keyboarding speed and accuracy. Students will enhance their computer skills by producing a short multi-media project and checkbook registry using MS Excell. They will continue learning computer literacy and computer ethics.

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. ; Teacher-prepared computer materials and computer videos will also be used.

Grading Scale:

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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 selected lessons in Units 8 – 14. They will continue to learn intermediate computer terms using the computer, text, selected Internet sites and classroom discussions. Students will take graded speed and accuracy keyboarding timings. They will produce a multi-media movie with text, clipart, pictures, video clips, and audio clips. Also, students will create a checkbook registry using MS Excell. At the end of the rotation, students will take a test over computer literacy and ethics *Mavis Beacon Teaches Typing* keyboarding program, word processing, and keyboarding 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 pencil, paper for taking notes, folder for storing hand-outs and notes and their school planner each day to class. **Optional:** USB Flash-Drive for saving documents and a Head set for Multi-Media Projects.