

Computer Course:

Mrs. Yolanda León Lourdes Catholic Middle School

Computer Lab: 2007-2008

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Required Materials: (must be brought to each class)

- One composition notebook
- One portable storage device
- Printer paper
- Black and color printer ink cartridges
- 1" White ring binder

Class Procedures:

- Arrive on time for class. Late students will not be admitted without the appropriate tardy slip.
- Bring required materials to class.
- Immediately take assigned seat, and prepare for the start of class—i.e., turn on computer, set a document for notes, have printed documents available, etc.
- Always turn off computer and monitor at the end of class.
- If student is absent, it is the responsibility of the student to ask teacher or another student for missed work. Speak to teacher before or after school, or during free time, not during class time.
- I am available before and after school, or during free time (lunch recess) to assist students who need extra help or just to listen to concerns. Please let me know your needs or concerns, and together we will arrange a convenient time for both of us to meet.

Assignments/Homework:

- Students are required to do both in and out of class research.
- Students are expected to actively participate.
- Students will be required to do projects.
- Students will be required to take tests, quizzes, pop quizzes, and semester finals.
- Students who miss a test due to an excused absence must make up the test within a reasonable time upon return to school. Make-up tests are not given during regular class periods; it is the student's responsibility to arrange the time with the teacher to make up test before or after school.

- If a student fails to turn in an assignment, a grade of "0" is entered for that assignment. Assignments turned in late will have 20% taken off automatically.
- All assignments are to be researched on, saved in portable storage device, or, typed on computer (standard font—size 12, double-spaced).
- Students will have research and/or written assignments on a daily basis.
- Assignments missed due to absenteeism must be made up upon the student's return to school. (Day after return)
- Plagiarism will not be tolerated. It will be considered a serious offense.
- Student will not be exempt from exams if he or she has a missing or late assignment.

Grading/Assessment Procedures:

Class work: Listening, Preparedness, Participation (i.e. Take notes during class, bring all necessary materials to class, homework, be ready for class discussion, ask questions, Etc. =**20%**

Homework (i.e. complete assignments, on time assignments, if incomplete homework/assignments no test will be given =**20%**

Quizzes/ Tests (i.e. chapter reviews, pop quizzes, exams will not be given if work for the corresponding chapter is incomplete) =**60%**

THE ABOVE HAS BEEN READ AND REVIEWED WITH THE STUDENT.

Type to Learn

(First Quarter) Typing Tutor:

Objectives:

To review home position (i.e. fingers curved, wrists flat, feet flat, sit up straight), fingers on the home position keys, and proper posture.

To home row warm up, checkpoint, learn new keys, exercise, assess, drill key lessons, automatic review of problem keys.

To complete 25 missions, set goal (i.e. words per minute WPM), revise accuracy, and testing.

Integrated Office Suite

(First Quarter) MC/Word:

Module A

Objectives:

To work with the key board, customize keyboard shortcuts in Word, create an accessible Word document, add graphics, decorate documents with backgrounds, borders, and text effects.

Module B

Objectives:

To create and format basic tables, use tables to simplify complex layouts, and manage financial tables.

Module C

Objectives:

To create a document outline, a basic table of content (TOC), advanced TOCs, and long documents.

Module D

Objective:

To decorate documents with backgrounds, borders, and text effects.

Type to Learn

(Second Quarter) Typing Tutor:

Objectives:

To review home position (i.e. fingers curved, wrists flat, feet flat, sit up straight), fingers on the home position keys, and proper posture.

To home row warm up, checkpoint, learn new keys, exercise, assess, drill key lessons, automatic review of problem keys.

To complete 25 missions, set goal (i.e. words per minute WPM), revise accuracy, and testing.

(Second Quarter) MC/Excel:

Module A

Objectives:

To create the first workbook, printing options in Excel, and features.

Module B

Objectives:

To enter formulas, get to know formulas, create a chart, and work with the key board.

Module C

Objectives:

To customize tool bars and menus, organize clip art and other media.

Module D

Objective:

To choose the right chart type, create a professional-looking chart.

Type to Learn

(Third Quarter) Typing Tutor:

Objectives:

To review home position (i.e. fingers curved, wrists flat, feet flat, sit up straight), fingers on the home position keys, and proper posture.

To home row warm up, checkpoint, learn new keys, exercise, assess, drill key lessons, automatic review of problem keys.

To complete 25 missions, set goal (i.e. words per minute WPM), revise accuracy, and testing.

(Third Quarter) MC/Power Point:

Module A

Objectives:

To create first presentation, create your own template, know printing options, and work with color commands.

Module B

Objectives:

To preset custom animation, preset motion paths, and timing.

Module C

Objectives:

To work with the keyboard, create headers and footers, know navigation, and customize tool bars and menus.

Module D

Objective:

To add hyperlinks, organize clip art and other media

Type to Learn

(Fourth Quarter) Typing Tutor:

Objectives:

To review home position (i.e. fingers curved, wrists flat, feet flat, sit up straight), fingers on the home position keys, and proper posture.

To home row warm up, checkpoint, learn new keys, exercise, assess, drill key lessons, automatic review of problem keys.

To complete 25 missions, set goal (i.e. words per minute WPM), revise accuracy, and testing.

(Fourth Quarter) MC/Front Page:

Module A

Objectives:

To manage Front Page 2003

Module B

Objectives:

To design the Home page

Module C

Objectives:

To create navigation links/buttons/bookmarks

Module D

Objective:

To add graphics and animation

Activities

- ✓ Weekly activity
- ✓ Notes log
- ✓ E-mail interface (hsstudents@lcsnogales.org)
- ✓ Desktop Publishing gallery
- ✓ Desktop Publishing electronic portfolio
- ✓ Web design
- ✓ Quarterly testing
- ✓ Semester Final Project

