 CAREER AND TECHNOLOGY EDUCATION DEPARTMENT

GEORGETOWN MIDDLE SCHOOL

2400 Anthuan Maybank Drive

Georgetown, South Carolina 29440

**INSTRUCTOR:** Ms. Lakeva Greene

**COURSE TITLES:** Keyboarding (1st semester/ .5 credit) Computer Applications (2nd semester/ .5 credit)

**COURSE DESCRIPTIONS:**

*Keyboarding* is designed to provide an opportunity for students to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of keystroking.

*Computer Applications* is designed to teach students software applications that are necessary to live and work in a technological society. The applications covered include word processing, database, spreadsheet, and presentation. Other content areas may include computer hardware, terminology, and concepts.

**PLANNING:** 12:55 pm – 1:50 pm (Daily) **FALL/SPRING 2016-2017**

**EMAIL:** [LLGreene@gcsd.k12.sc.us](mailto:LLGreene@gcsd.k12.sc.us) **TELEPHONE:** 843.527.4495

**OBJECTIVE:** Given the necessary hardware, software, and supplies, and facilities, the student will be able to successfully complete all of the following competencies.

**KEYBOARDING TECHNIQUE EVALUATION: COMPUTER APPLICATIONS UNITS OF STUDY:**

* using correct fingers for keystroke A) Safety and Ethics
* keeping wrists low, not resting on keyboard or desk B) Employability Skills
* fingers curved and always on home-row keys C)Student Organizations
* feet flat on floor D)Basic Computer Concepts
* eyes on always on copy E) Internet Applications
* follows oral and written instruction F) Word

G) Excel

H) PowerPoint

I) Access

J) Project/Simulation Learning

**HOMEWORK:**

Homework will be assigned to students as needed.

**TEXTBOOK:** Introductory Microsoft Office 2013; Cengage Learning

**GRADING AND ASSESSMENTS:**

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

***Keyboarding (1st Semester) Computer Applications (2nd Semester)***

Classwork 40% Classwork 40%

Major Assessments 35% Major Assessments 30%

Quizzes 15% Quizzes 20%

Homework/Journals 10% Homework/Journals 10%

**MAKE-UP POLICY:**

It is the student’s responsibility to ask about makeup work. All makeup work for excused absences must be completed within five **(5**) school days upon returning to school. **MAKE-UP WORK FOR UNEXCUSED ABSENCES WILL NOT BE ACCEPTED**

**ACCEPTABLE CLASSROOM CONSEQUENCES**

**BEHAVIOR**

* Be prepared daily for class 1. Verbal Warning
* Be in your seat, prepared to work 2. Parent Contact

when the tardy bell rings. 3. Referral to Administration

* Raise your hand to speak, wait

until teacher acknowledges you

* Leave cellphone, food, drink, gum, and

sunflower seeds in your

locker.

* Abide by all GMS rules.
* Remain seated until dismissed

by teacher

By signing below, I verify that I have discussed the information contained in this course overview with my child, and I have stressed the importance of adhering to the class rules and procedures.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_