

7th Grade COMPUTER APPLICATIONS

2014-2015 COURSE SYLLABUS

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TEXTBOOK: Computer Applications & Keyboarding
DDC Learning Microsoft Office 2013 – Level 1



SPECIFIED COURSE OBJECTIVE

After completing this semester course, the student will be able to:

1. Fluently manipulate the keyboard by touch with proper technique.
2. Reach optimum keyboarding skill according to their individual abilities.
3. Format documents by learning and following orderly steps.
4. Combine keyboarding and formatting skills with job-task planning to develop efficient document processing.
5. Understand and perform basic formatting skills in Microsoft Word, Excel and PowerPoint of Office 2013.
6. Introduction and use of Web Tools.

COURSE DESCRIPTION

Computer Applications is a semester course designed to reinforce keyboarding skills and improve speed and accuracy. Students will learn to format a variety of personal and business documents in Microsoft Office. Document processing done by the students will reinforce application of language skills, proofreading/correcting, and efficient disposition of work produced.

PLAN FOR PERIODIC STUDENT EVALUATION

The following evaluation procedures will be used:

1. Objective questions
2. Formatted documents
3. Skills tests

MAKE-UP WORK

Students will be allowed five school days to turn in make-up work. Assignments or tests that are completed after the allotted time will receive half credit; but no credit if turned in after four weeks. Students are expected to be responsible about asking for the assignment. Special circumstances are at the discretion of Mrs. Sage.

SPECIFIED STANDARDS FOR PASSING

The grading scale will be based on the school district policy:

A	94-100
B	86- 93
C	77- 85
D	70- 76
F	0- 69

Final grades will be figured as follows: 45% - 1st 9 weeks
45% - 2nd 9 weeks
10% - Semester Exam