

OHS Microcomputer Applications I Course Syllabus

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Text: Century 21 Computer Keyboarding 8th Edition
Daily Materials: Pen/Pencil, Student Portfolio

Course Description: Students will gain a broad view of various computer applications and functionalities available using Microsoft Office applications. Students will implement correct hand and finger positions, understand proper document formats, improve speed and accuracy, and incorporate simulations reflecting current technology and actual job situations.

Course Objectives: The primary objective of this course is to help the student learn how to keyboard with proficiency and accuracy using correct keyboarding techniques. In addition to mastering the keyboard, students will learn several letter styles, reports, and various other documents used in the corporate world.

Expectations of Students in the Classroom: Your academic attitude is a major factor in your success. You share responsibility for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your instructor and your classmates and becoming self-disciplined in your learning. To create a productive learning experience for you and all students, you should:

- **Attend class and pay attention.** If you have difficulty understanding the presented material, ask the instructor to assist you.
- **Not talk with other classmates while the instructor or another student is speaking.** If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- **Show respect and concern for others by not monopolizing class discussion.** Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- **Avoid audible and visible signs of restlessness.** These are both rude and disruptive to the rest of the class.
- **Focus on class material during class time.** Talking to others, completing work for another class, exploring the internet, etc., are disruptive and unacceptable.

Policies:

1. Participation is expected. A participation grade will be calculated each marking period.
2. All assignments must be completed and handed in on the assigned date.
3. Timed Writings/Quizzes will be given throughout the course. No credit will be given for missed timed writings/quizzes.

4. Tests will be given at the conclusion of each course topic/unit. The material on the tests will come from the class notes, the lectures, and the in-class discussions. The test may include True/False, Multiple Choice, Definitions, Problems, and Essays.
5. Grades will be based accordingly:

Class Assignments – 50%
Timed Writings/Quizzes – 15%
Tests – 25%
Participation – 10%

6. Olean High School Student-Parent Handbook will be followed at all times. Students are responsible for knowing the contents of the handbook.

Tentative Course Topics

<i>Topic</i>
Keyboard
Skill Building / Timed Writings
Microsoft Word <ul style="list-style-type: none">▪ Letters▪ Memos▪ Reports▪ Tables▪ Mailings▪ Envelopes
Microsoft Publisher <ul style="list-style-type: none">▪ Letterheads▪ Logos▪ Business Cards

September	<u>Topic Content</u> Knowing the keyboard Keyboarding skills Skills Pre-Test Bad Habit Finder Microsoft Word File Management
October	Introduction of additional keys, symbols, and numbers Using correct fingering techniques PowerPoint demonstration
November	Microsoft Word Word Processing Business Reports Reports with headings Personal & Business letters
December	Tables Word Processing Simulation Two-Page letters Form letters Memo templates Microsoft Publisher Lists, outlines, and agendas
January	PowerPoint Microsoft Word Mid-Term Final Exam