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| Washington Community High School  Orientation to Technology  Syllabus  Year: 2015-2016 |
| Instructor: Mrs. Mose  Classroom: B7  Planning Period: 4th hour Email address: [mlmose@wacohi.net](mailto:mlmose@wacohi.net)  Twitter handle: wchs\_308mose Website: [www.wchsmose.weebly.com](http://www.wchsmose.weebly.com) |
| 1. Course Information   Grade level: 9-12 (required of all freshmen)  Length of course: 1 semester |
| 1. Course Description   Students in this course will develop and/or expand proper touch typing and basic word processing skills. Microsoft Office 2010 will be used to format documents such as letters, MLA-style research papers, emails and memos, presentations, spreadsheets, charts, brochures, calendars, web pages, and newsletters. Students will become acclimated with Windows 7 and learn how to safely utilize the internet, email, and other programs, such as Career Cruising, to complete interest and abilities inventories, research occupations and colleges, and prepare a four-year high school plan. Students will also be educated in Google Apps and learn how to use it effectively in the educational environment. |
| 1. Text and Required Supplies   Computer  Internet access  Microtype Computer Software  CheckPro |
| 1. Semester Grading Plan   70% Coursework (Assignments, quizzes, tests)  20% Timed Writings  10% Participation |
| 1. WCHS Grading Scale   A: 90-100  B: 80-89  C. 70-79  D: 60-69  F: <60 |
| 1. Expectations 2. *Be prepared* – bring all necessary materials for the day 3. *Be respectful* of peers, teacher, and classroom 4. *Be responsible* for turning in work when due and in the case of absences 5. *Be positive* – encourage others and display a passion for learning (no whining allowed) 6. *Be a good listener* – follow directions and listen the 1st time instructions are given 7. *Be aware* of school & classroom rules/policies (see classroom, BYOD procedures and school handbook) |
| 1. Tentative Topics/ Schedule   Microtype – Keyboarding skill and form  Timed Writings (measures speed & accuracy using keyboard covers)  Information Literacy (with librarian)  Career Cruising  Word and Google Document formatting  Microsoft and Google Excel, PowerPoint  General Technology Topics |