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| Washington Community High SchoolOrientation to TechnologySyllabusYear: 2015-2016 |
| Instructor: Mrs. MoseClassroom: B7Planning Period: 4th hour Email address: mlmose@wacohi.netTwitter 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

ComputerInternet accessMicrotype Computer SoftwareCheckPro |
| 1. Semester Grading Plan

70% Coursework (Assignments, quizzes, tests)20% Timed Writings10% Participation |
| 1. WCHS Grading Scale

A: 90-100B: 80-89C. 70-79D: 60-69F: <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)
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| 1. Tentative Topics/ Schedule

Microtype – Keyboarding skill and formTimed Writings (measures speed & accuracy using keyboard covers)Information Literacy (with librarian)Career CruisingWord and Google Document formattingMicrosoft and Google Excel, PowerPointGeneral Technology Topics |