

# INTRODUCTION TO COMPUTERS COURSE SYLLABUS

Mrs. Stenzhorn – Room A101

**Course Description:** Introduction to Computers is a course designed to give students the alphanumeric skills necessary for touch key stroking. In addition to developing correct key stroking techniques, students will learn the parts of a computer system, the correct way to format both personal and business documents (letter, tables, reports, employment documents, and other interoffice business communications. Students will also work with a variety of application software, include: word processing, spreadsheet, and presentation software.

**Instructional Philosophy:** Students will be engaged in assignments/projects that will be challenging, thought provoking, and will enhance their skills for “real world” challenges. These activities will require creativity, reasoning, logic, research, and organization skills. Students will be expected to work independently as well as in teams to achieve the goals and objectives of this course. Class discussion and student involvement are essential for student success in this class, as well as, meeting the goals and objectives established for Keyboarding. In conclusion, students will be challenged intellectually to understand and apply what they have learned to everyday situations in the technological field.

## **Major Course Goals:**

Students will be able to successfully:

- 📌 Demonstrate basic computer knowledge and ethics
- 📌 Use proper keyboarding techniques
- 📌 Demonstrate keyboarding skills
- 📌 Use word processing software
- 📌 Use spreadsheet software
- 📌 Use presentation software
- 📌 Apply formatting skills
- 📌 Produce business documents
- 📌 Demonstrate communication skills
- 📌 Demonstrate employability skills
- 📌 Apply technology to business applications
- 📌 Use the internet as a business tool

## **Major Course Objectives/Benchmarks by Quarter:**

### **1<sup>st</sup> Quarter**

Explore the uses of the equipment components  
Demonstrate appropriate posture  
Apply ergonomics while keying  
Apply touch alphabetic skills  
Apply touch for numeric and symbolic keys  
Apply touch for numeric on a 10-key pad  
Key for accuracy  
Key for speed  
Be able to be proficient at 30 WPM  
**\*1<sup>st</sup> Quarter Exam Date: TBA**

### **2<sup>nd</sup> Quarter:**

Execute Basic Computer Operations

- 📌 File Management
- 📌 Use Resources to Obtain Assistance

Use Word Processing Applications

- 📌 Creating
- 📌 Formatting
- 📌 Proofreading/Editing
- 📌 Enhancing Documents

Use Internet Explorer  
**\*2<sup>nd</sup> Quarter Exam Date: TBA**

### 3<sup>rd</sup> Quarter

Use Spreadsheet Applications

- ✎ Formatting
- ✎ Using Basic Formulas
- ✎ Interpreting Data
- ✎ Graphs/Charts
- ✎ Integrated with Word Processing

\*3<sup>rd</sup> Quarter Exam Date: TBA

### 4th Quarter

Use Presentation Software

- ✎ Produce and Edit Presentations
- ✎ Use Sound and Animation
- ✎ Apply Design and Layout Principles

Use Desktop Publishing Software

- ✎ Produce and Edit documents
- ✎ Create flyers, calendars, business documents, etc.
- ✎ Understanding Design Principles for desktop publishing

\*4<sup>th</sup> Quarter Exam Date: TBA

**\*Exam Dates are subject to change based on student readiness and school calendar**

### **Major Course Projects and Instructional Activities:**

Projects and activities will include but are not limited to: Daily Journal Activities, computer terminology, Chapter Exercises, Skill Reviews, Business Project, Simulations, etc.

### **Recommended/Required Readings:**

- ✎ Friday Night Lights By: H. G. Bissinger
- ✎ The Celebrant By: Eric Rolfe Greenberg
- ✎ Go Ask Alice By: Anonymous
- ✎ Wicked By: Gregory Maguire

### **Classroom Expectations:**

- ✎ Students are expected to arrive to class on time and prepared for class each day; bring all supplies needed to class.
- ✎ Students are expected to be actively involved in class whether it is participating in a discussion or activity.
- ✎ Students are expected to come and see me if he/she is having difficulties with an assignment.
- ✎ Students are responsible for finding out what he/she missed during and absence. Students will have as many days as there were absent to turn in any make up work. Late work will not be accepted

### **Supplies and Materials Needed:**

- ✎ Textbook (provided)
- ✎ 1" binder
- ✎ Pen/Pencil
- ✎ Loose-leaf paper

**Homework Policy and Grading Scale:** Please refer to the Student Handbook for the Homework Policy. The grading scale is as follows:

A.....	100-95	C.....	76-73
A-.....	94-90	C- .....	72-70
B+.....	89-87	D+ .....	69-67
B.....	86-83	D.....	66-63
B-.....	82-80	D.....	62-60
C+.....	79-77	F .....	59-0

**Course Grade Percentages:** A student's grade will be determined using the following formulas.

Progress Report Grades:

Participation, Bell Ringers, and Journal Entries .....	10%
Classwork and Homework .....	50%
Simulations, Projects, and Groupwork .....	20%
Assessments and Exams .....	20%

Quarter Grades:

Progress Report Grades .....	80%
Quarter Final Exam .....	20%

1<sup>st</sup> Semester Grade:

1 <sup>st</sup> Quarter Grade .....	50%
2 <sup>nd</sup> Quarter Grade .....	50%

2<sup>nd</sup> Semester Grade:

3 <sup>rd</sup> Quarter Grade .....	50%
4 <sup>th</sup> Quarter Grade .....	50%

**Extra Help:** If you need extra help in this class, I am usually available after school until 4:30p.m. I can also be available before school if you schedule a time in advance. My conference period is: 1<sup>st</sup> Period (7:45 a.m. – 8:35 a.m.)

**Time and Place to be Reached by Parent:** My email address is: [cstenzhorn@centralr3.org](mailto:cstenzhorn@centralr3.org). You may also leave a message for me at school: 431-2616, Ext. 4152 and I will return your call as soon as possible. My conference period is: 1<sup>st</sup> Period (7:45 a.m. – 8:35 a.m.)