COMPUTER 7

**COURSE SYLLABUS**

**2020-2021**

**TEACHER:** MR. BLANK **EMAIL:** – dave.blank@isd640.org

**TEXT:** MICROSOFT OFFICE – WORD 2016

**BLOCK SCHEDULE:** 45 MINUTES OF CODE AND 45 MINUTES OF WORD EACH DAY.

**THE CLASS WILL CONSIST OF:**

* CODING USING CODE.ORG
  + THIS IS A CONTINUATION OF WHAT WAS LEARNED IN ELEMENTARY.
  + LESSONS AND TERMINOLOGY WILL BE DISCUSSED AS A GROUP. THE STUDENTS WILL COMPLETE PROJECTS BASED ON WHAT WAS LEARNED IN THE LESSON.
* DETAILED INSTRUCTION BASED ON MICROSOFT WORD.

**MODULE 1 – CREATING DOCUMENTS WITH WORD 2016**

THE STUDENTS WILL GET A SHORT REVIEW LESSON ON VIEWING AND NAVIGATING A DOCUMENT.

THE STUDENTS WILL REVIEW THE BASIC TOOLBARS FOR WORD.

**MODULE 2 – EDITING DOCUMENTS**

THE STUDENTS WILL BE ABLE TO COPY, MOVE, AND REPLACE TEXT.

THE STUDENTS WILL LEARN HOW TO EFFECTIVELY USE THE SPELLING AND GRAMMAR TOOLS.

THE STUDENTS WILL LEARN HOW TO ADD A BASIC HYPERLINK TO THEIR DOCUMENT.

**MODULE 3 – FORMATTING TEXT AND PARAGRAPHS**

THE STUDENTS WILL LEARN HOW TO WORK WITH THE FONT, SPACING, AND TAB ALIGNMENT IN THIS UNIT.

THE STUDENTS WILL LEARN HOW TO COPY FORMATS USING THE FORMAT PAINTER.

THE STUDENTS WILL LEARN HOW TO ADD FOOTNOTES AND ENDNOTES.

**MODULE 4 – FORMATTING DOCUMENTS**

THE STUDENTS WILL LEARN HOW TO DIVIDE A DOCUMENT INTO SECTIONS.

THE STUDENTS WILL LEARN HOW TO ADD HEADERS AND FOOTERS TO THEIR DOCUMENT.

THE STUDENTS WILL LEARN HOW TO CREATE AND ENHANCE A TABLE IN MICROSOFT WORD.

**MODULE 5 – CREATING AND FORMATTING TABLES**

THE STUDENTS WILL LEARN HOW TO INSERT AND DELETE ROWS AND COLUMNS.

THE STUDENTS WILL LEARN HOW TO SPLIT AND MERGE CELLS.

THE STUDENTS WILL LEARN HOW TO PERFORM CALCULATIONS IN TABLES.

**MODULE 6 – ILLUSTRATING DOCUMENTS WITH GRAPHICS**

THE STUDENTS WILL BE ABLE TO SIZE AND SCALE GRAPHICS TO FIT THE DOCUMENT.

THE STUDENTS WILL LEARN HOW TO INSERT AND FORMAT WORDART.

**INSTRUCTIONAL STRATEGIES**

* DEMONSTRATION AT THE BEGINNING OF EACH UNIT EXPLAINING THE MAIN POINTS AND HOW TO DO THE VARIOUS TASKS IN THE UNIT.
* READING PROBLEMS AND APPLYING KNOWLEDGE LEARNED IN THE UNIT TO SOLVE THOSE PROBLEMS**.**

**GRADING:**

YOUR GRADE WILL BE BASED ON THE FOLLOWING:

* **DAILY ASSIGNMENTS THAT WILL BE SCORED ACCORDING TO CONTENT AND FORMAT.** (50-100 POINTS PER UNIT)

**GRADING SCALE:**

A 96-100 C 76-79

A- 93-95 C- 72-75

B+ 90-92 D+ 69-71

B 87-89 D 64-68

B- 84-86 D- 60-63

C+ 80-83 F 0-59

**CLASSROOM EXPECTATIONS:**

* **#1 EXPECTATION- WHEN I’M TALKING YOU’RE LISTENING**
* **COMPUTERS SHALL BE USED FOR EDUCATIONAL PURPOSES ONLY!**
* **NO POP OR FOOD IN THE LAB!**
* **RESPECT THE EQUIPMENT; THIS INCLUDES ALL COMPONENTS OF THE COMPUTER WORKSTATION!**
* **DO NOT LEAVE THE ROOM W/O A PASS AND PERMISSION!**
* **BE RESPECTFUL OF ALL STUDENTS IN THE CLASSROOM – TEASING AND BULLYING OF ANY KIND WILL NOT BE TOLERATED!!**
* **CHEATING AND DISHONEST WORK WILL NOT BE TOLERATED – PENALTY FOR SUCH OFFENSES WILL BE ENFORCED IN ACCORDANCE WITH THE SCHOOL HANDBOOK POLICY!!!**

**ABSENCE POLICY:**

* IF YOU ARE ABSENT **YOU (THE STUDENT)** ARE RESPONSIBLE FOR GETTING THE ASSIGNMENTS FROM **ME (THE TEACHER)!** THE LATE WORK POLICY WILL BE ENFORCED IN ACCORDANCE WITH THE HANDBOOK.

IF YOU HAVE ANY PROBLEMS OR CONCERNS, PLEASE MAKE ARRANGEMENTS TO MEET WITH ME DURING MY PREP HOUR OR BEFORE AND/OR AFTER SCHOOL.

\*\* THIS SYLLABUS IS SUBJECT TO AND MAY CHANGE AT ANY TIME DURING THE SCHOOL YEAR. EVERY ATTEMPT WILL BE MADE TO COMMUNICATE THESE CHANGES TO THE AFFECTED INDIVIDUALS.