Salem-Keizer Public Schools
High School Course Syllabus

School: McKay High School   Instructor: Carl F. Garner   School Year: 2016 - 2017

Course Number: BE2022 Course Title: Computer Skills	Subject Area: Business Education

Credits: 0.5
This course earns graduation credit in the following content area: Elective

Graduation Requirements: *The Oregon University System (OUS) has recently notified all high school that only courses in which a student has received a C or higher will count toward the college prep credit requirement. It is highly recommended that a student with a D grade in a required college entrance course meet with a counselor to discuss if that course will have to be re-taken.*

Prerequisites: None

Course overview and Schedule of topics/units covered:

This is a skill-oriented class where <u>good attendance is important</u> for positive results. The ability to manage files, format documents, demonstrate keyboarding competency, and manipulate software will be emphasized in this course.

The work done in the first six weeks of the semester concentrates on mastering keyboarding and mastering basic computer skills and file management. Completion of guided lessons, periodic formative typing tests, and student participation are the major grade emphasis during this time. During the second six-week period students will be given formal typing tests and will be evaluated on speed and accuracy. Additionally, students will learn basic functions of Microsoft Office applications and create career related documents. The third six-week period of the semester will continue efforts to build keyboarding skills while adding a focus on exploration of image creation and management, web design, and Google tools that are becoming widely available in education and business. Emphasis will be placed upon completion of creative documents, properly using applications/tools, and speed and accuracy timings.

1st 6 Weeks:
-Typing.com lessons – Alphabetic keyboarding
-Warm-ups
-Basic computer skills
-File creation and management
-Basic Email skills

2nd 6 Weeks:
-Introduction to Software Applications
- Microsoft WORD
  - Create and format basic documents using WORD
- Microsoft Excel
  Create basic worksheets, apply basic formulas, and create and format simple charts
- Publisher
  Create a simple card and flier using various tools
-Create career related documents using WORD
- Resume, application letter
-Warm-ups
-Keyboarding skill building

3rd 6 Weeks:
-Keyboarding skill building and skill demonstrations
-Explore image creation & management
-Web Design Introduction
-Explore Google tools

District adopted materials/ Supplemental resources: Microsoft Office texts, on–line keyboarding activities, various internet resources, and teacher generated materials will be used throughout the semester. Students are not required to have a textbook or purchase materials.

Homework Policy: This is a lab-based class which requires software that many students do not have at home. As a result, homework will be limited to occasional research/information gathering activities. Students are responsible to complete homework by the due date. A notebook and planner should be utilized in this class to keep important information, assignments, and due dates organized.

Behavioral expectations: Class will begin promptly. When the bell rings, students should be at their computers ready to work. Tardy and destination slips are discouraged. School policy will be enforced on unexcused tardies. Electronic devices (cell phones, tablets, etc.) must be silenced and put away unless directed otherwise for a specific learning activity. As in any class, attendance is crucial to your success. Be here and be prepared to learn. Respect yourself, the teacher, other students, and the equipment.

Assessment/evaluation/grading policy:
Late Assignments: Assignments turned in late will receive reduced/partial credit. Late assignments resulting from excused absences will receive full credit if they are turned in the next class period after the due date that the student is in class. Students with unexcused absences will lose partial credit for assignments due on the date of the unexcused absence.

Make-up/Catch-up: There will be regular scheduled opportunities for students to make up missing assignments or to catch up if they have fallen behind. These sessions will be before or after school and will be announced in advance so students can plan to attend.

Grading: All assignments and assessments will be graded on a 1-4 proficiency scale. Prior to each assessment, students will know what expectations are for proficiency. Class grades will be assigned based on the score for each of the standards assessed.

Standards for Computer skills are:
1- Effectively manage resources: equipment, time, software, calendar/planner, etc.
2- Demonstrate the ability to type by touch at a rate of 25 words per minute or higher with 8 errors or less during a 2 minute timed test with the keyboard covered.
3- Effectively navigate the operating system, create and manage files, access and use peripherals, and utilize internet resources.
4- Demonstrate ability to use software to produce assigned products.
5- Demonstrate knowledge and skills on assessments.
6- Demonstrate work readiness skills -Attend daily - on time; take direction, and show motivation to accomplish the task at hand.

A detailed standards-based scoring rubric is posted in class and will be discussed for each assignment. A copy of the rubric is included at the end of this syllabus.

All assignments will be evaluated using the following guideline:
      4- Advanced Mastery   3– Proficient   2– Nearly Proficient   1– Not Proficient
Proficiency grades approximate the A-F scale as follows:
      3.33-4.00 = 83.3-100 % = A
      2.66-3.32 = 66.6-83.2% = B
      2.00-2.65 = 50-66.5%   = C
      0-1.99 = Less than 49% = F/Incomplete
D grades are not recognized by colleges and universities as a passing grade. F grades receive no credit toward graduation.

You may **re-do any assignment or assessment** EXCEPT the final exam to try for a better score.
You are expected to re-do any assignment or assessment for which you earn less than a C.

Retakes may or may not be the exact same activity. RETAKES MUST BE SCHEDULED with the instructor.

Grades are readily available using StudentVue. Students may also discuss their grades with the teacher at any appropriate time.

Cheating/Plagiarism: The goal of this policy is to teach the value of honesty and integrity. Any student found to be involved in cheating/plagiarizing will receive a "0" on the assignment. Please refer to the McKay Student Handbook for the complete cheating/plagiarism policy for the school.

TAG: Oregon law provides special opportunities for students who have been officially designated as talented and gifted. If you are a TAG students and feel that the class is not meeting your educational needs, please see me for alternative lesson assignments and activities.

Teacher Schedule/Contact Information:
Office Phone: (503) 399-3080 E-Mail: garner_carl@salkeiz.k12.or.us
Available most Monday, Wednesday, & Friday mornings before school from 7:45-8:15 and after school. Appointments can be arranged as needed and are encouraged.

(Standards Scoring Rubric on next page)

Computer Skills: Proficiency Standards 2016-17

STANDARD:	NOT PROFICIENT (1)	NEARLY PROFICIENT (2)	PROFICIENT (3)	ADVANCED (4)
1 The student effectively manages resources to complete tasks, as observed by the instructor on a weekly basis. *************	Does not use time, materials, equipment and other resources effectively to complete assigned tasks. *******************	Sometimes uses time, materials, equipment and other resources effectively to complete assigned tasks. *******************	Consistently uses time, materials, equipment and other resources effectively to complete assigned tasks. *******************	Always uses time, materials, equipment and other resources effectively to complete assigned tasks. *******************
2 The student will effectively demonstrate the ability to type by touch using correct fingering methods. *************	Unable to type by touch using correct fingering methods at a rate of 15 words per minute with less than 5 errors in a two-minute timing. *******************	Able to type by touch using correct fingering methods at a rate of 15-19 words per minute with less than 5 errors in a two-minute timing. *******************	Able to type by touch using correct fingering methods at a rate of 20-25 words per minute with less than 5 errors in a two-minute timing. *******************	Able to type by touch using correct fingering methods at a rate of more than 25 words per minute with less than 5 errors in a two-minute timing. *******************
3 The student can effectively navigate the operating system, create and manage files, access and use peripherals, and utilize Internet resources. *************	Is not able to effectively navigate the operating system, create and manage files in orderly manner, or access and use peripherals. Does not effectively utilize internet resources. *******************	Half of the time is able to navigate the operating system effectively, create sand manages files in an orderly manner, and access and use peripherals effectively. Generally utilizes internet resources properly. ************************	Consistently navigates the operating system effectively, creates and manages files in orderly manner, and accesses and uses peripherals effectively. Consistently utilizes internet resources effectively. ************************	Always navigates the operating system effectively, creates and manages files in orderly manner, and accesses and uses peripherals effectively. Always utilizes internet resources effectively. *******************
4 Demonstrates effective use of software to produce assigned products. *************	Does not demonstrate effective use of software to produce assigned products. *******************	Sometimes (half of the time) demonstrates effective use of software to produce assigned products. *******************	Consistently demonstrates effective use of software to produce assigned products. *******************	Always demonstrates effective use of software to produce assigned products. *******************
4.1 Email *******************	Does not complete the two required emails or is missing more than half of the required parts. *******************	Completes the two required emails with more than 3 errors with required parts, format, and grammar. *******************	Completes the two required emails with all required parts and format. Has 2-3 small errors with format and grammar. *******************	Completes the two required emails with all required parts and proper format. May have 1-2 minor errors with grammar. *******************
4.2 Office Applications *******************	Does not complete at least half of the assigned activities correctly. *******************	Completes over half of the assigned activities or has 5 or more errors with application features. *******************	Completes assigned activities but has 2-3 errors with application of features. *******************	Completes assigned activities correctly. May have 1-2 very minor errors with application features. *******************
4.3 Career Documents	Does not complete a resumé & application letter. ■■■■■■■■■■■■■■■■■■■■■■■■	Completes a resumé & application letter but has 5 or more errors in formatting and/or grammar.	Completes a resumé & application letter but has 2-3 minor errors in formatting and/or grammar.	Completes a resumé & application letter correctly. May have 1-2 very minor errors in formatting and/or grammar.
************* 4.3 Image Tools *************	******************* Does not complete image assignments. *******************	******************* Completes most of the image assignment with 4 or more errors, naming problems, or image management issues. *******************	******************* Completes all image assignments with less than 3 errors, naming problems, or image management issues. *******************	******************* Completes all image assignments. May have 1-2 very minor errors, naming problems, or image management issues. *******************
4.4 Web Site Documents *************	Does not complete image not complete at least half of the web site documents. *******************	Completes more than half of the web site documents with 4 or more errors or missing elements. *******************	Completes all of the web site documents with no more than 3 errors. *******************	Completes all of the web site documents. May have 1-2 minor errors. *******************
4.5 Google Tools *************	Does not complete image not complete at least half of the Google documents. *******************	Completes more than half of Google documents with4 or more errors or missing elements. *******************	Completes all of the Google documents with no more than 3 errors. *******************	Completes all of the Google documents. May have 1-2 minor errors. *******************
5. Demonstrate knowledge and skills on assessments. *******************	Does not show knowledge and skills required by the assessment document. Less than half of the assessment items are answered correctly. *******************	Shows some knowledge and skills required by the assessment document, but does not yet demonstrate proficiency. More than half but less than three fourths the assessment items are answered correctly. *******************	Shows proficiency with knowledge and skills required by the assessment document. More than three fourths of the assessment items are answered correctly with some errors in content, but shows basic proficiency. *******************	Demonstrates advanced proficiency with knowledge and skills required by the assessment document. May have 1 or 2 minor errors. *******************
6 Personal Standards/Work habits/Ethics 7.9.1 Reports to work daily on time; able to take direction, and is motivated to accomplish the task at hand *******************	Attends class irregularly or is frequently late. Does not follow instructions with guided supervision. Does not display motivation to accomplish task. *******************	Is absent frequently or periodically late. Follows most instructions but requires significant supervision. Is generally motivated to accomplish a task. *******************	Attends and is on time. Follows instructions correctly and completes task with appropriate supervision. *******************	Attends on time and is willing to work outside of class to complete tasks. Follows instruction correctly and completes task with minimal supervision. *******************
	NOT PROFICIENT (1)	NEARLY PROFICIENT (2)	PROFICIENT (3)	ADVANCED (4)