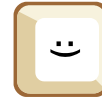




Meridian Junior High School

8th Grade Computer Software Basics



TEACHER: Kelly Gale

ROOM: 215

TELEPHONE: 815/645-2277, ext 4342

EMAIL: kgale@mail.meridian223.org

SUPPLIES: planner, pen or pencil, folder

COURSE OBJECTIVE:

- First, you will continue to improve your Keyboarding form, speed, and primarily accuracy. We will use MicroType Pro and use timed writings to accomplish this.
- Second, we will learn business correspondence i.e. Letters, memos, and résumé. We will review the MLA Format for reports. (Report style used at SVHS).
- We will also create simple spreadsheets using Microsoft Excel
- You will create presentations using “webware”: sliderocket.com and prezi.com
- Create a document used at 8th grade promotion ceremony – Adobe Premier Elements

SOFTWARE

- You will use MicroType Pro and Microsoft Word for the most part of this class. Other programs used, if time permits, we will use Excel, PowerPoint, Publisher, Photoshop and other Web 2.0 tools.
- We will also use Edmodo.com for online classroom communication and to submit homework assignments
- We will also be using the Internet at times to conduct research and enhance our assignments, career exploration, cover internet safety and web 2.0 tools for presentations.

ATMOSPHERE

- I am a pretty easy person to get along with as long as you work hard. You must come to class willing to learn a program. I realize that in a class like this you will be spending most of your time working. However, when I am talking please LISTEN. That is my biggest pet peeve, and a great way to get on my bad side. I don't talk often, and when I do it is important directions/material that should not be missed.

EXPECTATIONS

- I have high expectations in all my classes. Here are some that are also posted as classroom rules.
 - Come to class on time and READY TO WORK
 - Respect those around you, the teacher, the equipment and yourself
 - Don't complain – instead make suggestions
 - Make it YOUR responsibility to turn work in and make up work when you are absent.
 - Contribute to the class by helping others who might need assistance.
 - DO NOT TALK WHEN I AM GIVING INSTRUCTIONS.
 - Cheating WILL NOT be tolerated
 - You may not change your settings on the desktop unless it is part of the curriculum
 - NO checking email, NO talking in chat rooms and NO visiting sites like MySpace, etc.

GRADES BASED ON

- In-class assignments, Timed writings, Quizzes and Tests
 - 80% of grade = Formal Assessments (ex: tests, quizzes, projects)
 - 20% of grade = Informal Assessments (ex.: in class assignments, timed writings)

GRADING SCALE

90 – 100%	=	A	80 – 89%	=	B	70 – 79% =	C
60 – 69%	=	D	0 – 59%	=	F		