

St. Augustine High School

Mr. Duarte

Computer Literacy

Syllabus-Spring Semester

Course: Computer Literacy

Teacher: Mr. Duarte

Grade: 8th

Text: Applied Computer Keyboarding-4th; Robinson Hoggart Shank Beaumont

Materials: Spiral Notebook, pocket folder, box of tissue, USB Flash Drive (256 MB Minimum).

As advertised:

SimpleTech 256MB USB Flash Drive: \$9.99

Student Objectives: This course focuses on keyboarding writing skills. Next to English, keyboarding is the most useful skill learned in school. Basic keying skill consists of fluent manipulating of letter/symbol, and basic service keys by touch. Students will learn how to master keyboarding in order to use a computer efficiently and simplify their work through speed and accuracy of typing. Students will also focus on Microsoft Word, Excel, Access and Power point.

Grading Criteria:

Exams.....	60%
Quizzes.....	30%
Assignments/ Class participation.....	10%

Final Project:

The final exam will consist of a typing exam and a research paper.

1st Semester Schedule

Week 01	August 20-24
	Introduction
	Quiz on Monday
Week 02	Computer History and keyboarding basics
	Exam 1
Week 03	Learn Letter Keyboarding Techniques
	No class on Monday-September 3, 2007
	Quiz on Tuesday
Week 04	Master Letter Keyboarding Techniques
	Exam 2
Week 05	Learn Top-Row Technique: Figures
	Exam 3
Week 06	Master Alphanumeric Keyboarding Technique
	Exam 4
Week 07	Learn Top-Row Technique: Symbols
	Exam 5
Week 08	Master Alphanumeric Keyboarding Technique
	Exam 6
Week 09	Microsoft Power Point
	Exam 7
Week 10	Learn Numeric Keypad Operation
	Exam 8
Week 11	Master Keyboarding Skills
	Exam 9
Week 12	Extend/Assess Basic Keyboarding Skills
	Exam 10
Week 13	Centering Documents
	Exam 11
Week 14	Formatting Memos
	Exam 12
Week 15	Formatting Business Letters
	Exam 13
Week 16	Formatting Unbound Reports
	Exam 14
Week 17	Research
	Exam 15
Week 18	Research
	Exam 16
Week 19	Review
	Exam 17

