

Class Rules/Procedures

Be here and Be here on time

Much of what we will do each day is set up and discussed in the first 15 minutes of class. Discussions, simulations, etc. are difficult to make-up if missed.

Come to class prepared:

Bring your class materials with you everyday. Come to class prepared to participate.

Treat everyone with respect: expect to be treated with respect

This means everything from raising your hands before you speak, to how you address others. It is NEVER okay to be rude, to ridicule, make fun of or disrespect anyone in anyway. No physical horseplay will be accepted in the classroom, even with *friends*.

Follow instructions:

Just do it.

Other technicalities:

- No candy
- No food/drink near computers
- No cell phones, sunglasses, hoods or headsets during class
- I really, really, really dislike tardiness and classroom disruptions; please do not...

All major assignments must be turned in on the date due, even if you are out that day with an excused absence.

Grade Ranges

A = 90 - 100% B = 80 - 89.9%
 C = 70 - 79.9% D = 60 - 69.9%
 F = less than 60%

Mr. Sovel's email:
bsovel@pcsedmail.org

Course Description

This class will teach students entry-level Microsoft Office skills using Word [including tables and rulers] and Excel (including Charts), an introduction to basic scanning techniques, as well as to the fundamentals of proper keyboarding. The course will also train students how to utilize Internet research and communication techniques, including the use of subscription databases, and finding and citing creditable websites. Open to all grade levels, the skills learned here will support technology related assignments in the core curriculum.

Materials you will need

- Notebook to keep handouts and notes and work
- Pencil & pen [not red]
- **Sonoma County Public Library card**

Assignments

- **Class work**
notes, activity handouts, etc.
- **Homework**
Class work is designed to be completed in class; you may take work home or come into tutorial to finish or review.

Extra Help

- Tutorial [room E16]
- You may call my home evenings and weekends after 7:00 [529-9038]
- On the web, by checking the class web page
- Other times: by Appointment

Support Text

Sebastian, Bonita. MS Office 2000: step-by-step. Computer Literacy Press. Fairfield, Ohio, 1999.

To purchase this text, go to:
<http://www.compLitpress.com>

Grade Determination

The most important factors in being a successful student are consistent effort, the willingness to work hard and the commitment to improve.

Your grades reflect total points earned each grading period. Grading varies each grade period:

First Grade Period:

- **Class work..... 100%**
This includes daily responses and other in-class activities.

Second Grade Period

- **Class work..... 79%**
- **Paper Points..... 21%**
These are a series of selected materials that will demonstrate a student's ability to apply the MS Office skills learned. Student will be able to complete the necessary work to end up with the final score desired (up to 21% of their total points possible).

Third Grade Period

- **Class work..... 85%**
- **Research Essay..... 15%**
This essay will demonstrate the student's ability to find creditable Internet evidence to support a pre-selected thesis.

SPECIAL NOTE:

- **Extra credit..... 0%**
I DO NOT offer any extra credit.

Make-up for Absences

WORK THAT IS DUE THE DAY OF AN ABSENCE IS DUE THE DAY THAT YOU RETURN.

On the day you return from an absence, it is your responsibility to go to the class computer homework page on the Internet and copy down **both** the class activities and homework from the day(s) you were absent.

THE TIME YOU HAVE TO TURN IN WORK FROM AN ABSENCE IS EQUAL TO THE LENGTH OF YOUR EXCUSED ABSENCE.

Computer Literacy: Filling in the Gaps

This course will introduce and teach you the following basic technology skills:

<p style="text-align: center;">Keyboarding</p> <ul style="list-style-type: none"> <input type="checkbox"/> posture <input type="checkbox"/> finger positions <input type="checkbox"/> accuracy vs. speed <input type="checkbox"/> drills and games <input type="checkbox"/> ‘common words’ practice <input type="checkbox"/> left and right hand practice words <input type="checkbox"/> “cover up” –skills for typing without looking at the keys 	<p style="text-align: center;">Work station etiquette</p> <ul style="list-style-type: none"> <input type="checkbox"/> touching others keyboard or mouse <input type="checkbox"/> using the server/creating folders/accessing read only files <input type="checkbox"/> working within the limits of a administered system <p style="text-align: center;">Using a Scanner</p> <ul style="list-style-type: none"> <input type="checkbox"/> types of graphic file documents <input type="checkbox"/> scanning photos and drawings 	<p style="text-align: center;">Photo Elements basics</p> <ul style="list-style-type: none"> <input type="checkbox"/> psd – jpg – bmp <input type="checkbox"/> dpi <input type="checkbox"/> size/resize/rotate/crop <input type="checkbox"/> enhance/remove color/colorize <input type="checkbox"/> marquee tools/magnify <input type="checkbox"/> layers/cut & paste/transform <input type="checkbox"/> using ‘recipes’
<p>Demonstrate at least three ways to do each of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> + [addition] <input type="checkbox"/> – [subtraction] <input type="checkbox"/> * [multiplication] <input type="checkbox"/> ÷ [division] <input type="checkbox"/> ^ [exponents] <p>Functions and formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> auto fill <input type="checkbox"/> autosum <input type="checkbox"/> average/maximum/minimum <input type="checkbox"/> decimal adjustment <input type="checkbox"/> percentage 	<p style="text-align: center;">Using and Creating Spreadsheets with EXCEL</p> <p>Cell formatting</p> <ul style="list-style-type: none"> <input type="checkbox"/> height/width <input type="checkbox"/> borders and fill <input type="checkbox"/> cell formats <p>Charts</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 and 3 dimensions <input type="checkbox"/> styles <input type="checkbox"/> legends <input type="checkbox"/> x-y-z axis labels & data values <input type="checkbox"/> choosing the data to be charted 	<p>Functions and formatting, using:</p> <ul style="list-style-type: none"> <input type="checkbox"/> auto fill <input type="checkbox"/> autosum <input type="checkbox"/> average/maximum/minimum <input type="checkbox"/> decimal adjustment <input type="checkbox"/> percentage <input type="checkbox"/> workbooks <p>Misc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> center/merge command <input type="checkbox"/> wrapping text <input type="checkbox"/> hide/show formulas <input type="checkbox"/> format cell functions and choice
<p>General Knowledge</p> <ul style="list-style-type: none"> <input type="checkbox"/> inserting EXCEL documents into a WORD file <input type="checkbox"/> drag and drop <input type="checkbox"/> using headers and footers <input type="checkbox"/> adding live dates & page #'s <p>Rulers/tabs/indents</p> <ul style="list-style-type: none"> <input type="checkbox"/> bullets <input type="checkbox"/> numbering <input type="checkbox"/> tab leaders <input type="checkbox"/> customizing <input type="checkbox"/> combining these elements 	<p style="text-align: center;">WORD PROCESSING Skills</p> <p>Misc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> forced line and page breaks <input type="checkbox"/> leaders and footers <input type="checkbox"/> ¶ <input type="checkbox"/> adjusting tool barfs <input type="checkbox"/> setting page margins 	<p>Tables</p> <ul style="list-style-type: none"> <input type="checkbox"/> borders: creating & adjusting <input type="checkbox"/> moving within and between the cells <input type="checkbox"/> sort and sum <input type="checkbox"/> merging and splitting <p>Graphics</p> <ul style="list-style-type: none"> <input type="checkbox"/> wrap text around... <input type="checkbox"/> adjust size <input type="checkbox"/> borders <input type="checkbox"/> background <input type="checkbox"/> word art and picture fill
<p>Using the Internet for Research and Communication:</p>		
<p>Email basics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compose, Send and reply <input type="checkbox"/> To:, cc.:, bcc.: and reply all <input type="checkbox"/> Sending to multiple recipients <input type="checkbox"/> Email etiquette & Signatures <input type="checkbox"/> Sending text and graphic Attachments 	<p>Online Databases: reviewing the strengths and weaknesses and features of a variety of search engines and directories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yahoo <input type="checkbox"/> Google <input type="checkbox"/> Elibrary <input type="checkbox"/> EBSCO 	<p>Credibility and Analyses of web-sites and Internet information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bias and authority <input type="checkbox"/> Citations/bibliography's <input type="checkbox"/> Copyright <p>Search Techniques</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boolean language searches <input type="checkbox"/> Natural language searches <input type="checkbox"/> Key words and phrases