

**Computer Applications with Keyboarding**  
Dorman High School  
Business Education Department

**Credits:** 1 unit

**Prerequisites:** None

**Instructor:** Stacie Phillips

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**Course Description:**

This course provides the student an opportunity to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and ten-key pad using the touch method of keystroking. Emphasis is placed on the development of speed and accuracy, good techniques, and correct fingering. The student will develop skill in keying, formatting, and editing problems such as letters, memos, reports, and announcements. Students in this course are taught how to use word-processing, spreadsheet, database, and presentation software in analyzing and solving business related problems.

**Units of Instruction:**

- Technology Introduction
- Safety
- Journalism Principles
- Production of Documents
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Access
  - Microsoft PowerPoint

**Rules of Conduct:**

*Rules*

1. Come to class on time
2. Come prepared for class
3. Work quietly
4. Show respect to all
5. No food, candy, drinks, or gum in the computer labs
6. Do not tamper with the equipment
7. No outside disks allowed in the computer labs
8. No game playing in the labs

**ALL SPARTANBURG SCHOOL DISTRICT SIX AND DHS RULES OF CONDUCT  
WILL BE ENFORCED AT ALL TIMES**

**Administrative Requirements:**

1. *Make-Up Work Policy:* If a student is absent, it is the responsibility of the student to see me on the day of his/her returning to reschedule make-up work and get missed assignments. Students will not be allowed to make up missed work during the class period. All missed work must be made up in the computer labs within 5 days of returning to class. Work not completed within the appropriate time frame will result in a zero for the assignment.
2. *Ethical Behavior:* Students are expected to exhibit honest and ethical behavior. Any deviation from academic integrity will result in consequences. This includes submitting work of another person and representing it as your own as well as any malicious use of computer resources.
3. *Internet:* A parental permission form must be on file before you may access the internet. Any student caught using the Internet without authorization of the teacher will result in administrative discipline.
4. *Assignments:* There will be an assignment posted in the classroom or an ongoing assignment to be worked on each and every day. Scheduled tests and assignments will be posted, and you should record them in your planner.
5. *Attendance:* Refer to your handbook.
6. *Tardiness Regulations:* Class starts as soon as you walk in the room. Come prepared to work from bell to bell. I will strictly enforce the DHS tardy policy. Refer to your handbook.
7. *Progress:* Progress reports will be sent out during the middle of each grading period. Report cards will be sent out at the end of each grading period. Parents will be contacted as needed to report your progress.
8. *Supplies:* 1" three-ring binder, set of 5 colored dividers, paper, pens/pencils
9. *Computer Equipment:* We must take care of our equipment. Vandalism will not be tolerated. If you note any problem/discrepancy with your computer, it is your responsibility to report it to me immediately. You will be instructed on the proper way to bring up and shut down the computers. Do not attempt to trouble shoot or ignore the correct procedures. Only disks issued by the computer lab may be used.
10. *Grading Policies/Procedures:* You are expected to complete all learning assignments and grades are given based on work completed. Expect unannounced grades from class lectures or activities. Each day you need to think about (mental practice) what keys we took up, what finger was used, what format order, etc.

**Evaluation System:**

Daily	40%
Projects	30%
Tests	20%
Timed Writings	10%

**Rules and Requirements:**

We have read and understand the rules and requirements for this class.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internet Access Contract:**

Only the students who have been approved and have signed a contract will be allowed to access the Internet. This contract must have parent approval and be on file in the classroom before access will be approved.

**Student Assurances**

While I am researching information on the Internet, I will:

- Ask permission of the teacher before using the computer.
- Not attempt to send email or register my name, home address or telephone number at any location on the Internet.
- Not attempt to download or save files to the computer hard drive or the floppy disk drive without pre-approval by the teacher.
- Not insert or bring a storage device from home or download anything not pre-approved.
- Obtain permission of the teacher to print pages of the Internet.
- Use the Internet session for legitimate educational purposes.

**I UNDERSTAND THAT THE MISUSE OF THE INTERNET IS IN VIOLATION OF THE RULES STATED ABOVE  
ANY INFRACTIONS WILL RESULT IN IMMEDIATE DISMISSAL FROM INTERNET ACCESS  
THERE ARE NO SECOND CHANCES AND NO REINSTATEMENTS**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I GIVE PERMISSION FOR MY CHILD TO CONDUCT RESEARCH UNDER THE CONDITIONS DESCRIBED ABOVE**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_