Computers 6 Syllabus

Mr. Helke e-mail: helkrya@lakeholcombe.k12.wi.us

I will be in Lake Holcombe the second half of each day. If you need to meet with me please contact before or after class or through e-mail.

**Overview:**

Students will learn Basic Keyboarding, and the functions of Microsoft Word in this one quarter course.

**Objectives:**

Through successful completion of this course students will be able to do the following:

1. Define the role and importance of Microsoft Word
2. Describe the functionality of the different tabs within Microsoft Word
3. Explain how data is manipulated within Microsoft Word and some other computer functions
4. Start to learn the basics of Keyboarding in hopes of mastery in the future.

**Grading:**

A 100-95

A- 94-92

B+ 91-89

B 88-86

B- 85-83

C+ 82-80

C 79-77

C- 76-74

D+ 73-71

D 70-68

D- 67-65

F 64 and below

**Assignments and Late Work:**

It is the responsibility of the student to check for any assignments that were given out during a class in which the student was absent. Assignments will also be posted to the class website which can be found by locating Mr. Helke’s webpage found under teacher links on the school’s website. They will also be found on MOODLE which will be used as part of the class.

**Classroom Expectations:**

In addition to the rules and guidelines set forth by the school in the Student Handbook each student will be required to adhere to the following classroom expectations:

1. Always follow the “Golden Rule” of treating others as you would wish them to treat you.
	* Be respective of yourself, your peers, school staff, and all others
2. Take responsibility for yourself and your work
	* Do not copy the work of others
	* Ensure that the work you submit for grading is reflective of the quality that you are capable of.
	* Be responsible for your own conduct and actions.
	* Communicate with me if you have any concerns or if special circumstances arise.
3. Be a positive member of the classroom environment
	* Do not disrupt or distract others from learning
	* Share the wealth of your knowledge with others in the class
	* Listen when others are sharing their ideas
	* Be ready to learn
4. Come to class with the necessary materials to learn and participate in class
	* This includes but not limited to writing utensils, notebook, assignments (if given), and any other course materials.
5. Internet Use
	* The intended use of the internet and computers is for educational purposes. Therefore the computers shall only be used for such purposes unless deemed appropriate by the teacher.
	* Such websites as Facebook, Twitter, Pinterest, and other social media and gaming sites are not permitted.

(Detach and return)

I have read and understand the course rules and policies for Computerized Accounting. I understand that by signing below I agree to adhere to them. I further understand that if a problem does arise I will contact Mr. Helke at the earliest convenience to resolve the issue.

Student (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_\_/\_\_\_\_\_

Parent/Guardian(Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_\_/\_\_\_\_\_