

COMPUTER BASICS

COURSE DESCRIPTION:

This course is designed to introduce students to a broad range of computer related curriculum. Students will first pass a basic keyboarding skills test (25 wpm) or enter a short remedial section meet speed requirements. Students will then master basic Microsoft Office 2000 skills: word processing (Word), presentation skills (PowerPoint), spreadsheet design and entry (Excel), data base design and entry (Access), and basic time management and goals skills (Outlook). Our curriculum is Microsoft approved, and fully prepares our students for Microsoft Certification Credit. Advanced students who master Office skills will be exposed to advanced curriculum including desk-top-publishing (InDesign), digital graphics design (PhotoShop), digital sound production (Audition), digital movie production (Premier), and web site design (GoLive).

PREREQUISITES - BASIC KEYBOARDING SKILLS

\$25.00/SEMESTER SOFTWARE LICENSING FEE

REQUIRED MATERIAL:

TEXTBOOK: **LEARNING MICROSOFT 2000 DDC PUBLISHING**

LOOSE-LEAF PROJECT NOTEBOOK

GRADING:

Grades are based on unit tests and are electronically graded and recorded. 90 percent proficiency is required before passing on to more advanced curriculum. This class will be treated like an office workplace and students will therefore receive a grade based on:

Daily Project Notebook	75 percent of grade
Unit Tests	15 percent of grade
Personal Review	10 percent of grade
Productivity:	at least 5 units/week
Work Ethic:	starts work on time, finishes work on time, shows initiative,
Attitude:	has and creates a positive attitude in others, can do spirit,
Team player:	helps and encourages those around them to achieve

In addition to receive an **A** for the grading period students must type at least:

1st period – 30 wpm

2nd period – 35 wpm

3rd period – 40 wpm

4th period – 45 wpm

POLICIES:

All assignments must follow proper format or face a ten percent penalty

All assignments must be handed in on time or face a twenty percent penalty.

Excused absences will be awarded appropriate days to make-up work.

All unexcused absences must receive prior administrative approval or face a 2 point penalty off your semester grade.