

Introduction to Keyboarding and Computers

Iao Intermediate School, 2012-2013



Course Description

The main focus of this course will be to increase speed and accuracy when using a computer keyboard. Students will learn proper typing techniques and how to format documents and complete other functions in a word-processing program. The course will also introduce students to spreadsheets, presentation software (PowerPoint), and other commonly-used computer applications (apps).

Instructor

Mr. Steve Qunell

Rm. J-205

984-5610 ext. 265

Website: <http://iaoschoolmrqunell.weebly.com/>

Behavior Expectations

The classroom rules follow the school-wide expectations listed in your student planner and those posted in the classroom. Additionally, all students must follow the Iao School Computer Acceptable Use Policy when using school computers.

Acceptable Use Policy Highlights

Do not attempt to use chat rooms or instant messaging.

Do not delete files that do not belong to you.

Do not change any computer settings.

Do not damage, unplug or remove any parts of the computer.

Hawaii Content and Performance Standards

Career and Technical Education

CTE 6.1 TECHNOLOGICAL DESIGN: Design, modify and apply technology to effectively and efficiently solve problems.

CTE 6.2 CAREER PLANNING: Explore and understand education and career options in order to develop and implement personal, educational and career goals.

Common Core Standards: visit <http://www.corestandards.org> for more information.

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Grading Scale

All school work will be graded according to the following:

A (Advanced)	100%-90%
B (Proficient)	89%-80%
C (Partially Proficient)	79%-65%
D (Novice)	64%-50%

General Learner Outcomes (GLOs)

Each student is assessed according to how they meet the following criteria:



Self-directed Learner

Community Contributor

Complex Thinker

Quality Producer

Effective Communicator

Effective and Ethical User of Technology

Please feel free to contact me if you have any questions.

I look forward to a fun and productive semester with all of you!

Steve Qunell
Teacher

Catherine Kilborn
Principal

Please **sign and return** this part of the page after you have read the syllabus.

I have read and agree to the rules and expectations of Mr. Qunell's class

_____ Block

_____ Student Name

_____ Parent/Guardian