

Computer Applications

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COURSE SYLLABUS

Course Description:

The objective of this class is to introduce and instruct students on a Word Processing Computer software for the purpose of Business Style Documents. The students will create Tables, Reports, Resumes, Letters and other documents that will be useful for them in the future. The students will also be introduced to Microsoft Word and the different functions of the software. This class is a semester course that is required by freshman.

Course Objectives:

Recognizes and operates the basic parts of a computer.

*Operates the display screen/monitor
Operates disk drive
Operates keyboard
Operates numeric keypad
Operates mouse and/or function keys*

Arranges work station.

*Adjusts the chair.
Sits the correct distance from the keyboard.
Places the copy in an appropriate way to create an effective work station..*

Adjusts typing position at the workstation.

*Positions body centered at the "J" key.
Positions fingers slightly curved over the keyboard.
Holds wrists straight.
Holds body erect.
Positions feet apart and firmly braced.
Holds head erect and turned to face the copy.
Positions forearms parallel to slant of the keyboard.*

ALPHABET KEYS

Demonstrates placement of fingers on the keyboard.

Uses correct finger position on home row keys.

Demonstrates enter key operation.
Demonstrates space bar operation.

Demonstrates placement of fingers on alphabetic and numeric keys.

Displays vertical reach techniques.
Displays horizontal reach techniques.
Demonstrates shift key operation.

SPACING AROUND PUNCTUATION

Demonstrates spacing of punctuation.

1. Places appropriate spacing around commas, colons, question marks, periods, semicolons, diagonals and hyphens.

KEYBOARDS BY TOUCH

Demonstrates keyboarding by touch.

V. KEYBOARDING SPEED

Keyboarders an average speed of 20 wpm or faster for three timed exercises, using the touch method.

Upon completion of this course, students will be able to operate Microsoft

Create, save, print, retrieve, and edit business letters

Format a business letter in block style.
Format an envelope and label
Correct Formatting of business letter in block style
Add personal titles, cc, and list into a business letter
Format a modified business style letter

Create, save, print, retrieve, and edit Memorandums

Format a memo using the correct line spacing and enhancements when necessary

Create, save, print, retrieve, and edit Reports

Format a business report using MLA style formatting
Adding Works cited and in text citations
Add pagination as well as sub level and first level menus
Enhanced report when necessary
Insert tables and lists into a report

Create, save, print, retrieve, and edit tables

Use Word's table feature to create various tables

Use the merge and split features
Add table formatting and auto fit features
Add column headings, gridlines, and resizing features.

Create, save, print, retrieve, proper formatting of employment documents

Format a resume using Microsoft Word
Create a letter of application Block Style
Format a follow up letter Modified Block Style

These course objectives align with these courses for Blue Mountain Community College:

- ***BA 110X Microsoft Excel***
- ***BA 131 Introduction to Business Computing***
- ***BT 121 Document Processing***
- ***BT 201M Microsoft Word***

THE COLLEGE COURSE SYLLABI FOR BMCC TECHNOLOGIES CAN BE FOUND HERE:

BMCC BUSINESS TECHNOLOGIES SYLLABI

<http://www.bluecc.edu/home/showdocument?id=4091>

Required Class Materials:

Computer

Internet Access

Text Book—Intro to Word Processing

Grading:

The students can earn college credits via the Eastern Promise.

The Grading Scale will be as follows:

Formative assignments: 35%

Summative assignments: 65%

Grades: 90% A

80% B

70% C

60% I (Have two weeks to finish and turn in Missing Summatives)

Under F

College Dual Credit Course Articulation: BT 121 & BT 120

Due dates: The summative assessments MAY have due dates. If due dates are used, if the student does not complete assessment in due time, the highest grade allowed will be 85% on the assessment.

- 1. The college course is only for those students who is ready to pass this course with an A or B in both semester.*
- 2. If you are struggling passing this course, do not sign up for college courses.*
- 3. We pay for the college course AS LONG AS YOU PASS. You pay if you fail.*
- 4. All college credit courses are for SPRING SEMESTER, do not worry, I will get the forms to you when the time comes. This course is a Year Long Course and students MUST pass each Semester.*