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| **Limestone Community High School** |
| **small_lchs2.gif** | **Orientation to Technology****SYLLABUS****Year:** **2013-2014** | **small_lchs2.gif** |
| **Instructor:** | Miss Sergent |
| **Classroom:** | Room 5 |
| **Planning Period:** | 8th Period |
| **Office Phone:** | (309) 697-6271 ext 105 |
| **Email Address:** | jsergent@limestone.k12.il.us |
| **A. Course Information** |
| **Grade Level:** | Freshman and Sophomore |
| **Prerequisite(s):** |       |
| **Length of Course:** | Semester |
| **B. Course Description** |
| Computerized Keyboarding, required of all freshmen, will introduce students to the touch method of keyboarding. During the first grading period, students will become familiar with the parts of a computer, learn the alphabetic and numeric sections of the keyboard, and build basic keyboarding skills. The remainder of the course will focus on the Windows environment and the use of current software to prepare typical kinds of documents. This course is also designed to give students a knowledge base for using the Internet and PowerPoint as well as Limestone’s computer network.  |
| **C. Course Standards** |
| Mathematics - Basic Operations and ApplicationsReading - Sequential, Comparative, and Cause-Effect RelationshipCritical Thinking, Problem Solvings, and Decision MakingCommunication and CollaborationResearch and Information FluencyBusiness and Technology ConceptsBusiness Ethicss |
| **D. Course Benchmarks/Objectives/Goals/Topics** |
| Knowledge and use of Home RowTechnique and SpeedMicrosoft Office SuiteInternet Applications |
| **E. Text and Required Supplies** |
| **Textbook:** | N/A |
| **Workbook:** | N/A |
| **Supplies:** | Notebook and Writing Utensil |
| **Supplemental Material:** | Student Plannerwww.typingtest.com |
| **F. Nine-Weeks Term Grading Plan** |
| Assignments**:** | 55 %  |
| Technique**:** | 25 %  |
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|      **:** |        |
| Term Assessments**:** | 20% |
| **G. Semester Grading Plan** |
| Term 1: | 50%  |
| Term 2: | 50%  |
| **H. Limestone High School Grading Scale** |
| A: | 94-100  |
| B: | 86-93 |
| C: | 77-85 |
| D: | 70-76 |
| **I. Expectations** |
| 1. No passes.
2. No electronic devices.
3. No food or beverage.
4. Tardies are unacceptable.
5. These are not your personal computers - do not download anything without permission and do not change ANY settings. NO GAMES!
6. Makeup work - One day will be given for each day of absence. It is the student's responsibility to get the make up work.
7. Students are responsible for their actions.

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| **J. Tentative Schedule** |
|  Term 1:  Form & Technique Internet Google AppsTerm 2: Powerpoint StoryBird Excel Timings |
| **K. Other** |
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