**Melvindale Academy for Business & Technology**

**Course Syllabus – Computer Keyboarding Class**

**2015 - 2016**

**Teacher Name:** Mr. Bruce Ingersoll

**Phone Number**: 313 -382-3422

**Email address**: bruce.ingersoll@leonagroup.com

**Office Hours**: Half hour before school starts and ends

**Parent Contact:** Please email or phone for a meeting

**Course Description:**

Students will use a computer and application software emphasizing word processing, to develop touch typing skills. The impact of computers on society and ethical issues are presented. The Internet and Computing Core Standards provide both students and job seekers with the foundation of knowledge needed to succeed in environments that require the use of computers and the Internet. This class will provide students with basic digital literacy and reflects the most relevant skills for school and business today.

**Parent/Teacher Contact:** Please feel free to call or email me with any concerns or compliments :) you have. The best way to contact me is through email – I usually respond within 24 hours. The best times to call are before or after school or during my 4th period plan. If you would rather meet in person, please call or e-mail and give possible options. If you would just like to drop in to see what happens in the class, feel free; however, first stop at the

office and get a visitor’s pass.

**Units of Study:**

Keyboarding review, Computer and Technology Usage in today’s society, Microsoft Word, and Student E-mail. Additional projects may be added throughout the semester as determined by the teacher.

**Reading and Writing Skills:**

* Interpret Vocabulary critical to the class
* Main Idea and supporting details; Summarize with evidence from text and internet
* Compare/Contrast or make connections between or among texts and internet
* Write clear, effective, error-free emails.

**Math Skills:**

* Analyze information from a variety of sources.
* Gather information—read, listen, and observe to access and extract mathematical information for use in calculating typing speed
* Construct solutions by organizing the necessary information and using appropriate calculation tools.

**Materials Used:** Text: Century 21; Computer Applications & Keyboarding; South-Western Press; Books provided in classroom

* Pocket folder or a three-ring binder.
* Pens/Pencils
* USB flash drive is recommended

**Supplemental Readings:** To be announced

**Class Expectations:** It is about mutual **Respect** for both teacher and student as well as other students and property whether school, self or others.

**Grading Scale: A grade of 70% is required for graduation requirements.**

A+ - 98-100 A = 93-97 B+ = 88-89 B- = 80-82 C = 73-77 D+ = 68-69

A- = 90-92 B = 83-87 C+ = 78-79 C- = 70-72 D = 63-67 D- 60-62

F = 0-60

**Grading Scale:**

* **10%** of overall grade: Attendance Student Conduct, Leadership/participation
* **20%** of overall grade: Quizzes
* **20%** of overall grade: Daily Class Assignments/Homework and
* **50%** of overall grade: Projects/Tests/Exams

**Attendance:** Students are expected to attend all classes unless excused through the main office.

**Required Materials: A** student notebook for a journal must be included, notebook paper, pencils (we use pencil in this class…have several available at all times!!!!!)

**Homework:** Homework is due at the start of class. If it is not turned in at the start of class it will be considered late.

**Late Work:** Daily or homework assignments turned in late during a 5-week grading period are marked down 50%. After the five-week cutoff date, late assignments will not be accepted.

Projects may be turned in only 1 day late for ½ credit.

**Make-Up Work Policy for excused absence:** Students who have an excused absence(s) have as many days to turn in their work missed, or to take a test, as they were gone. For example, if you were absent 2 days they you have 2 days in which to turn in your assignment or take the test. If you miss the deadline, the makeup work will be considered late.

**Plagiarism/Cheating/Copying:** When you use someone else’s work and present it as your own a zero will be given for that assignment or test. If you allow someone to copy your work you will also receive a zero

**What students need to do to be successful in class:**

1. **Be here on time everyday** ready to learn with your materials (book, paper,

pen/pencil, homework, etc.). If you’re absent make up your work

2. **Do your work and turn it in on time**. Even if you aren’t totally finished with an

assignment, it is usually better to turn in what you have than nothing. Anything is

better than a Zero.

3. **Participate in class**. Learning is not a spectator sport…you must engage your brain and take part in activities and discussions.

4. **Take Notes**. Review your notes that night at home so you can remember the

information.

5. **Study** before tests – don’t just expect miracles.

6. **Manage your time wisely.** In other words – don’t procrastinate and wait until the last minute to throw something together for a project.

7. **Pay Attention**. Don’t let others distract you from your learning and success - don’t distract others.

8. **Ask for help** if you don’t understand something. If you need more help come in before or after school or go to tutoring.

**What parents/guardians can do to help their student be successful in class:**

1. **Ask** them to summarize what we are learning in class. Ask them if they understand the material or if they need more help. Help is available before/after school with teachers or with tutors.

2. **Check grades;** Grades may be checked by calling or e-mailing me at

http://grades.fwps.org. Click on grades on-line. You will need your student’s ID number

and password.

3. **Call or email the teacher** if you see that your student is struggling.

4. **Check that your student is coming to school and attending class**.

5. **Provide a regular schedule** to make sure that your student is getting enough sleep at night and eating breakfast before school.

6. Make sure that **extracurricular activities** (sports, clubs, church, job, etc.) **is**

**balanced** with enough time to do homework and study.

7. **Provide a study space** that is quiet and away from distractions.

**What the teacher will do to help students be successful:**

* My goal for the student is to learn accounting while seeing the relevance of accounting in the business world as it applies to your daily life.
* I will show you Respect through my actions and words.
* I will be Available before and after school for extra help.
* I will make this a **thought-provoking and informative** class.
* I will be **prepared** everyday with activities, quizzes, tests, or projects.
* I have included in this syllabus other teaching strategies I will do to help students be successful—please read thoroughly.

**Electronic Use Policy:** All telecommunication/electronic devices may not be in visible sight or operated during school hours. (8:00 am – 3:00 pm). See ABT handbook for more information on electronics use policy

**Computer Applications Syllabus**

**School Year 2015-2016**

**Student/Parent/Guardian Confirmation Form**

Student and Parent/Guardian have read and understand the syllabus and other attached information. Please sign and fill in the following information. Any questions, please call me at

313.382.3422 or e-mail: bruce.ingersoll@leonagroup.com

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Student Signature Date

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Print Your Name

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Parent/Guardian Signature Date

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Print Your Name

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Other Contact