

2007-2008 SCHOOL YEAR
5TH 6 WEEKS
KEYBOARDING/LAYOUT & DESIGN COURSE OUTLINE*

FEBRUARY

Monday 18 No School	Tuesday 19 Numeric Keyboarding 8 & 9	Wednesday 20 Numeric Keyboarding 10 & 11	Thursday 21 Numeric Keyboardin g 12 & 13	Friday 22 Make-up Work Day
Monday 25 Numeric Keyboarding 14 & 15	Tuesday 26 Numeric Keyboarding 16	Wednesday 27 Make-up Lesson Day	Thursday 28 Elements of Layout and Graphic Design	Friday 29 Elements of Layout and Graphic Design

MARCH

Monday 3 Graphics Before/After Project due	Tuesday 4 Multimedia Presentation Overview p.118	Wednesday 5 Lesson 1 Create Text Slides	Thursday 6 Lesson 2 Inserting Art and Drawing Objects	Friday 7 Lesson 3 & 4 Creating Diagrams p. 126-128 <i>Half Day</i>
Monday 10 Creating Diagrams & Tables lesson 3 & 4 cont. p. 126-128	Tuesday 11 Creating Graphs & Charts Lesson 5 p. 130-133	Wednesday 12 Create an 8 Slide Presentation p. 134	Thursday 13 Create an 8 Slide Presentation p. 134 <i>6th Period Portfolio due</i>	Friday 14 Create an 8 Slide Presentation p. 134
Monday 17 Spr in	Tuesday 18 Spr in	Wednesday 19 Spr in	Thursday 20 Spr i	Friday 21 Spr in

Q Break	Q Break	Q Break	Q Break k	Q Break
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Monday 24 Spring Break	Tuesday 25 <i>2nd & 3rd Period Portfolio due</i>	Wednesday 26 Create Agenda & Minutes	Thursday 27 Create Agendas & memos	Friday 28 Parliamentary Procedure Written Project
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April

Monday 31 Parliamentary Procedure Written Project Due	Tuesday 1 Keying Technique Lesson 41 p.137	Wednesday 2 Set Tabs Keying Technique Lesson 42 p.138	Thursday 3 continue Keying Technique Lesson 42 p.137	Friday 4 Keying Technique Lesson 43 p.139
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***Dates and topics subject to change.**

STUDENT MATERIALS NEEDED

Notebook (Binder) with dividers, Paper, Writing Utensils, and Packet of Lesson Materials

MAKE-UP WORK

Since most work is done using in-house, computer-based software, students needing to complete make-up work will need to stay after school to make-up assignments. *They will need to do this **within 5 school days** so they will not get too far behind.* We do something new every day.

Students must finish work as assigned. Students will not be allowed to make-up an assignment if he or she is in class and fails to complete that assignment because of excessive talking, sleeping, or other nonproductive behavior.

TEACHER/STUDENT PROCEDURES

- ✿ Students will come in each day and begin Bellwork as soon as the bell rings.
- ✿ The teacher will take roll and review the Bellwork question, which is usually a concept from the previous day.
- ✿ The teacher will teach any new concepts and let students know exact assignment specifications for the day.
- ✿ Students will begin assignments and follow instructions for completing and turning in assignments.
- ✿ The teacher will return any graded assignments and assist any students needing additional help.

ASSESSMENTS

Most tests and quizzes will be in the form of Multiple Choice, True/False, and Sentence Completion and Essay/Short Answer. Students will be given a Study Guide to complete in advance. There will also be projects that will count as test grades. See above calendar for dates.

NOTEBOOK

The notebook will be checked once during each six weeks. This is to ensure students are keeping up with Bellwork and returned assignments. It also helps students learn organization and responsibility.

SNAPGRADES

To view your student's grades you may use WWW.SNAPGRADES.NET. If you do not have a password, please call or email and I will email you a link to your student's grades. Grades are updated at least once a week.

Student Signature _____ Parent Signature _____