

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

FEBRUARY

Monday 18 <i>No School</i> <i>President's Day</i>	Tuesday 19 Table of Contents	Wednesday 20 Teamwork Project	Thursday 21 Teamwork Project	Friday 22 Teamwork Project
Monday 25 Produce a Table of Contents	Tuesday 26 Notes on Contrast: Size, Weight, Structure	Wednesday 27 How to Produce Indents Indent Worksheet	Thursday 28 DTP Sections 2.8, 2.9, 2.10 (Indents, Tabs, & Bullets)	Friday 29 Quiz: Size, Weight, and Structure Contrasts Font Moods

MARCH

Monday 3 DTP Sections 2.11 – 2.16	Tuesday 4 DTP Lesson 2 Study Guide Multiple Choice Project 2-1	Wednesday 5 DTP Lesson 2 Study Guide Fill in the Blank Project 2-2	Thursday 6 Notes on Contrast: Form, Direction, Color	Friday 7 Half Day DTP Lesson 2 Test
Monday 10 DTP Lesson 3 Vocabulary Sections 3.1 – 3.3	Tuesday 11 T/F Review Questions Sections 3.4 – 3.11	Wednesday 12 Quiz: Form, Direction & Color Project 3-1	Thursday 12 FITB Review Questions Project 3-2	Friday 14 DTP Lesson 3 Study Guide
Monday 17 Spring Break	Tuesday 18 Spring Break	Wednesday 19 Spring Break	Thursday 20 Spring Break	Friday 21 Spring Break
Monday 24 Spring Break	Tuesday 25 DTP Lesson 4 Vocabulary Sections 4.1 – 4.7	Wednesday 26 T/F Review Questions Sections 4.8-4.16	Thursday 27 DTP Lesson 3 Test Project 4-1	Friday 28 FITB Review Questions Project 4-2 Homework: Bring in Favorite Book
Monday 31 Lesson 4 Study Guide Pictures of you with your book				

APRIL

Tuesday 1 Lesson 4 Written Questions Work on Read Poster in celebration of American Libraries Week	Wednesday 2 Read Posters and Favorite Book Posters in celebration of American Libraries Week	Thursday 3 Lesson 4 Test Finish Posters	Friday 4 Elements of Design
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*Dates and topics subject to change.

STUDENT MATERIALS NEEDED

Notebook (Binder) with dividers, Paper, Writing Utensils, Packet of Lesson Materials, Flash Drive (mandatory), Ream of Printer Paper (due by Monday, January 14th)

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.

TEACHER WEB

Copies of the course outline, notebook rubric, Course Policies (Blue Sheet), and Acceptable Use Policy are located on my WWW.TEACHERWEB.COM website Handouts page. If you lose your copy, you can print out another copy at home or in the library to have in your notebook.

Student Signature _____ Parent Signature _____