

# Perry-Lecompton Middle School

## 7<sup>th</sup> Grade Word Processing - Syllabus

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### Contact Hours

Before school: 7:30 - 8:00 am, and Plan: 8:15 - 9:00 or 10:00 - 10:40 am.

Mrs. Strait and Ms. Brown will be switching between the sections, so each teacher will work with both the 1<sup>st</sup> hour class and the 3<sup>rd</sup> hour class.

If you have questions please don't hesitate to call or e-mail. The school phone is 597-5159.

Students may come in any day during Directed Studies to work on assignments in the lab, or receive help. Students should make an appointment with me when they need to come in early or stay after school.

### Course Description:

The 7<sup>th</sup> grade technology course is a semester course designed to give students practice in keyboarding skills, instruction in word processing applications, instruction using the Six Trait writing process as outlined in the Kansas state writing standards.

### Text(s):

Keyboarding Connections, Glencoe  
MicroType 4 Keyboarding Program  
Kansas State Writing Standards

### Grading Scale:

#### USD 343 Grading Scale

A+	(100% & above)	B-	(80%-82%)
A	(93%-99%)	C+	(77%-79%)
A-	(90%-92%)	C	(73%-76%)
B+	(87%-89%)	C-	(70%-72%)
B	(83%-86%)	D+	(67%-69%)
D	(63%-66%)	F	(59% & below)
D-	(60%-62%)	INC	

INC: Student has not completed all the given requirements at this time.

Assignments missed while absent will be recorded with the symbol "Ab" and not count toward their grade.

Students have a minimum of 2 days *for each day absent* to submit missed work for credit.

Should a student become ineligible they are guaranteed the opportunity in each class to raise their grade to become eligible in the following week.

### Student Evaluation:

Tests: Students will complete weekly timed tests for speed and accuracy.

Assignments/Projects: Students will complete weekly lessons in the keyboarding program, in implementing a word processing skill, and at least one paragraph summary and/or writing piece. The final grade will be figured as follows.

50% Quizzes/Projects

50 % Daily work and  
Class Participation.

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Extra Credit: Extra Credit is not available in the class. Students are, however, allowed to redo any typing project or timed test until it meets the student's satisfaction prior to turning it in for a grade.

Projects: Students will create several projects during this course. All work will be completed in class, under the supervision of the instructor.

## **Requirements:**

Students must successfully complete all assigned tasks.

## **Behavior Plan:**

Students are expected to be respectful and ready for class at all times. Students should show respect for all faculty, classmates, and property. Each student should be ready to learn and begin the class with homework completed and materials ready.

In addition, I expect students to abide by the Perry Lecompton Middle School Rules of Conduct as stated in the PLMS 2009-2010 student handbook. The school discipline plan will be followed.

## **Rewards / Extra Credit:**

Extra credit is not available in this class. Students may, however, retake timing and have extended time to work on assignments. This allows the student to determine when the task has been completed at an acceptable level.

Extended Time:

Students may request a pass to come into the lab for additional time during directed studies..

## **Course Outline:**

QTR. 1

Improve keyboarding skills for speed and accuracy

Students will learn the 10 key number pad.

Instruction on: Managing files, Using toolbars effectively, Editing text, Correcting text using proofreading marks, Utilizing the KanEd Backpack Website, Formatting photos, Tables

Writing: personal narrative. Students will work in both Microsoft Word and Microsoft Excel.

QTR.2

Improve keyboarding skills for speed and accuracy

Students will continue to receive instruction on both Microsoft Word and Microsoft Excel.

Instruction on: Internet basics, Data collection

Presentation: PowerPoint

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## Writing (Not tested at the state level)

<b>3</b>	<b>The student writes effectively for a variety of audiences, purposes, and contexts.</b>
3.1	The student uses writing as a tool for learning throughout the curriculum.
3.2	The student uses a writing process that included preparing, drafting, revisions, editing and publishing to produce a written text.
3.3	The student uses ideas that are well developed, clear, and interesting.
3.4	The student will use organization that enhances the reader's understanding.
3.5	The student uses authentic and appropriate voice.
3.6	The student uses appropriate word choice.
3.7	The student uses clear and fluent sentences.
3.8	The student uses standard American English conventions.
3.9	The student uses a variety of modes of writing for different purposes and audiences.

## Research (Not tested at the state level)

<b>4</b>	<b>The student applies reading and writing skills to demonstrate learning.</b>
4.1	Effective Practices: The student uses effective research practices.
4.2	Ethical Practices: The student uses ethical research practices.