



Class Expectations and Procedures
7th Grade Computer Skills and Applications
Introduction to Office Productivity

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Introduction to Office Productivity

This course is composed of instructional modules designed to provide hands-on instruction in advanced computer concepts and software applications. The software applications include word processing, desktop publishing, presentation software, and spreadsheets. Communication skills and basic mathematical concepts are reinforced in this course. Keyboarding skills are recommended.



Module 6 - CSA Word Processing Advanced Business Documents

This module is designed to teach the advanced skills in word processing and document formatting for advanced business documents such as: agendas, minutes, and research reports. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 7 - CSA Spreadsheet Basics and Formulas

This module is designed to teach the basic skills in spreadsheets and utilizing formulas for everyday use in the business community. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 10 - CSA Presentation Basics

This module is designed to teach the basic skills in multimedia presentations. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 11 - CSA Presentations Techniques

This module is designed to teach the techniques and skills needed to make a presentation. Communication skills are a key component of this module. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 12 - Desktop Publishing Basics

This module is designed to teach the basic skills in Publisher, Microsoft Publisher is used for page layout and design. Students will use Publisher to create brochures, flyers, menus, business cards, magazine covers, and greeting cards. Students will learn how to create publications using a template, create publications from scratch, add text to a publication and add images to a publication.




ONLINE EXPECTATIONS:

In order to support a safe and comfortable online learning environment, students are expected to:

- Respect themselves and those around them.
- Follow directions the first time given.
- Complete all assignments and turn in on time.
- Respect all electronic resources.
- Follow the behavior guidelines established for online chats and small groups.
 - Mute yourself when you are not speaking
 - Raise your hand when you want to speak
- Read announcements posted in Canvas (may be daily or weekly).
- Check Canvas inbox daily and respond to messages in a timely manner.
- Inbox me via Canvas inbox for any questions or concerns.
- You can schedule a virtual one-on-one meeting on Fridays.
- Participate in live instruction



LATE WORK POLICY:	REQUIRED MATERIALS:
 <p>Please pace yourself to ensure that you have ample time to complete assignments each week. On the assigned due date, work should be submitted (uploaded) in Canvas by 11:59 pm. Work submitted outside of the given timeframe may receive partial credit.</p> <p><i>Please refer to SWMS Student Handbook for additional information.</i></p>	<p>Students should log in at the designated encore time prepared to complete assignments. The following supplies will assist with student learning:</p> <ul style="list-style-type: none"> • Electronic device to access Canvas • Ear buds or headphones • USB flash drive (recommended to back up One Drive) *not needed until 2nd half of the school year • Pencils, Pens, Paper (as needed)

Online Learning Resources

Students' learning will be supplemented with [Applied Educational Systems \(AES\)](#), an online interactive learning tool comprised of hands on activities

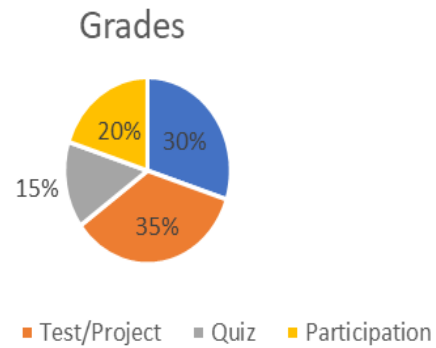
Please check [Canvas](#) for daily announcement, assignments, class information and updates.

Students will use Teams for live instruction.



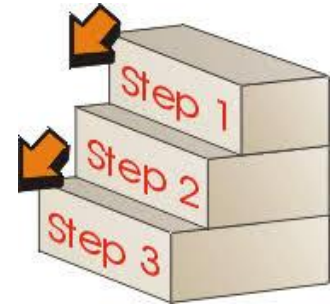
Grading for this class will be done based on weighting rather than assigned points.

A (90-100) B (80-89)
C (70-79) D (60-69)
F (59 & below)



Remote Learning Procedures

- ❖ Participate in live instructions via Teams.
- ❖ Sign into Canvas daily.
- ❖ Read the weekly announcements.
- ❖ Complete weekly lessons.



Live Instruction Expectations

Can I help you?



Intro to Office Productivity is a hands-on course. I recommend that you attend all the live sessions so that you can have a clear understanding of how to complete your assignments and can ask questions.



- ❖ 1st Encore (Monday/Wednesday 10:45– 11:45)
- ❖ 2nd Encore (Tuesday/Thursday 10:45 – 11:45)