

Hope Middle School

7th Grade Introduction to Office Productivity

This course is composed of instructional modules designed to provide hands-on instruction in basic keyboarding skills, computer concepts and software applications. The software applications include word processing, spreadsheets, and presentation software. Communication skills and basic mathematical concepts are reinforced in this course. Simulations and projects provide opportunities for application of instructional competencies.

There will be unit tests, quizzes, daily assignments and an **end-of-course exam** to test the students' knowledge and skills. Daily assignments and class participation are very important in this class. Learning computer skills is an essential part of education and this can only be mastered by your daily efforts.

The following competencies will be covered in this course:

A.	Keyboarding Skills
	Keyboarding Module – Alphabetic & Numeric Keys Review
B.	Application Software
	Word Processing Module – Business Documents
	Spreadsheet Module – Basics and Formulas
	Presentations Module – Basics and Techniques
C.	Digital Literacy
	Digital Literacy and Responsibility
	Internet Resources

Grading Policy:

Unit Tests	40%
Daily Assignment	20%
Quizzes	20%
Class Participation	20%

School Supplies Needed:

Pencils
Earbuds

I am looking forward to a semester of learning and fun with computers. Together these can help you master essential computer skills that you will need to be successful in school and life.

Mrs. Eileen E. Best, Business Education/Computer Teacher

beste@pitt.k12.nc.us

252-355-7071

<http://computerswithbest.weebly.com/>

Dear Parents/Guardian:

Thanks in advance for your support to encourage your child each day to be prepared, ready to learn, and to follow the class rules while in the computer lab. Please sign below in an effort that we can work together to achieve this goal. Please return this signed letter to be kept in your child's classroom folder.

Student's Name _____

Printed Parent/Guardian's Name _____

Parent Email address _____ Contact Phone Number
Cell or Home Number _____

Parent/Guardian's Signature Date