

Computer Literacy I
Sections 615.01, 615.02, 615.03, 615.04
Room 221
Monday -Friday (semester only)

Bryan Burgess
Computer Lit/Business/ Coach
Email: bburgess@jcchs.org
Office hours: Monday -Friday 7:30 am - 3:00 pm

Text Book: Keyboarding with Computer Applications by Johnson, Stanley, Chiri, Cotton

Additional Material: It is recommend that you have a Flash drive, also known as an usb drive, with 128 mb of storage, or a regular disk.

Course description: This course is designed to provide the students with the instructions in proper keyboarding technique, and with general knowledge of computer terminology, various computer applications.

Class test/project schedule:

First quarter: Monday - Friday: lessons will be graded upon completing keyboarding assignments, technique, and speed in class.

Monday - Friday: Paintbrush project this project will be graded on design and creativity.

Second quarter: Monday - Friday: Lesson will be graded upon the completions of lessons

Attendance: if you have an excused absence from class, you are responsible for making up lessons missed. The library will have the same keyboarding program, you may make up your work there, please print the grade sheet when you finish.

Behavior: no talking, eating, drinking, sleeping, or doing other homework in class.

Missed test: we will follow the student handbook on missed test and assignments.

Grading:
a- 100 – 90
b- 89 – 80
c- 79 – 70
d- 69 – 60
f- 59 – below

Percentage break down

1st Quarter: 70% - lessons
10% - test
10% - paintbrush project

2nd Quarter: 100% - completion of lessons