

INFOTECH—GRADE 7

2011/2012

Class Syllabus:

- This class is a 9-week course designed to introduce students to the programs on the MLTI Macbooks.
- Students will become familiar with:
 - How to use: dock, control panels, print, and monitor
 - Create and organize folders
 - Browser set-up, directories, and keywords
 - Internet Safety
 - Formatting of Brochures, Flyers, Business Cards, and Certificates (Pages)
 - Formatting and making presentations (Keynote)
 - Creating a Web Page (Iweb)
 - E-mail (sending, opening, attachments, address book)
- Whenever time permits, students will learn proper keyboarding techniques using the MicroType program. Students will be graded using a Technique Rating Sheet.

Grading System for InfoTech	
Projects	45%
Daily Work—including APE grade	30%
<i>APE grades will be averaged every week</i>	
Keyboarding Techniques	25%