

# Freshman Connections

## Course Syllabus

**Instructor:** Mrs. Peetz

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### Course Description

This course is designed for students to acquire proficient touch-typing skills on the alphanumeric keyboard to produce research papers, business letters, tables, PowerPoint presentations, and a variety of documents in acceptable formats. Other purposes of Freshman Connections include learning basic computer terminology, formatting skills, organizational skills, and proofreading/text-editing skills. Students will also explore living online responsibly, college and career, and start a professional/career portfolio that will travel with them throughout high school.

### Course Materials

Students will be responsible for providing a 1.5-inch or 2-inch binder and come to class prepared with a pencil and pen.

### Course Outline

#### First Nine Weeks

- Review/reinforcement of the Touch Typing Technique
- Proofreading and Proofreaders' Marks
- Personal Business Letters
- Reports
- Business Letters
- Tables in Word and Excel

#### Second Nine Weeks

- PowerPoint
- Information Technology
- Living Online Responsibly
- Career Cruising
- Careers and College
- Portfolio Work

### Assessment Procedure

Your grade will be based on the following categories:

\*\*Timings: 10%

\*\*Projects: 30%

\*\*Tests/Quizzes: 20%

\*\*Daily Classwork: 40%

It is your responsibility to keep track of your own grades. You can find your current grade on Skyward. Please report any problems right away.

## Expected Student Results:

Students are expected to demonstrate proper touch-typing technique throughout the course. Students should be able to complete most of the assignments during the class period. If a student is absent or is unable to complete the assignment during the class period, they may need to make one of the following arrangements: come in before/after school or come in during a study hall, A.L.L. or Advisory.

*Please Note:*

- Work turned in late will result in a lowered grade. The highest grade you will receive on late work will be a “B.” However, if there is an excused absence, students may make up the work for full credit, if the work is completed within 3 days of coming back to school.
- Work turned in that earns a grade of “C” or lower may be made up within 1 week. The highest grade you will receive on late work will be a “B.” Students may not, however, retake tests or quizzes.

## Classroom Expectations

1. No gum, food, or drink. Any food/drink brought in must be left on black file cabinet by door.
2. No headphones in ears unless I give approval. I often give important instructions and it is vital that I have full and complete attention.
3. No cell phones in plain site during class discussions, tests/quizzes, and certain work times. Please silence your phone so as not to distract others. There is an appropriate time and place for cell phone use—please be responsible!
4. Be on time to class (**you are considered tardy if you are not in your seat when the bell rings**). A warning will be given after the third tardy. Every tardy thereafter will result in a detention and parent contact.
5. There will be no bathroom passes within the last 10 minutes of the end of class. Please take a break before class starts and ALWAYS let me know if you will be late due to a bathroom break (see me before you take your break). Take a pass and ALWAYS sign in/out when leaving the classroom.
6. Be courteous and respectful to **Mrs. Peetz, ALL students and property** within the classroom.
7. Bring ALL materials with you into the classroom.
8. Always be positive! Negative attitudes tend to multiply quickly.
9. Be attentive in class. ORAL directions are just as important as WRITTEN directions.
10. Respect the space and things of those around you. Do not touch other computers while people are working on them—this includes the teacher workstation/equipment. Mrs. Peetz’s computer, workspace, cabinets, etc. are all off-limits.
11. It is great to have access to technology, but classwork comes first. If there is work to be done, there will be no other use of technology until our work has been completed in a satisfactory manner. This includes games, email, surfing the web, working on other homework, texting/phone use, etc.
12. If you miss class, it is your responsibility to make up work on your own time. Everything we do is on specialized software located in our business labs. The work we do in class is designed to be finished in class.
13. Get into the daily habit of checking Mrs. Peetz’s Freshman Connections website to see what we are doing in class! The calendar is updated regularly and there are helpful resources and fun things to do!

