

# KEYBOARDING & COMPUTER SCIENCE

## CLASS POLICIES:

**1** Be Respectful

- Do not talk while others are talking
- Do not talk back

**2** Be Responsible

- Have all materials ready to go
- Turn in your work on time
- Stay on task

**3** Use Technology properly and responsibly

**4** Be a Worker

- Complete all work that is asked of you

## OBJECTIVES

We will be using a new book this year that I will upload each chapter onto their Microsoft Teams account! Don't worry—they will learn how to work this program! They will also learn PowerPoint, Excel, and again brush up on Microsoft Word. The students will learn how to use all the elements of these programs and should be able to proficiently use them.

## CHAPTERS COVERED

Typsey (Typing Program)  
Microsoft Teams  
PowerPoint  
Excel  
Microsoft Word

## MATERIALS

- 3 ring binder
  - w/notebook paper
- Pencils
- Chromebook/Laptop

## LET'S COMMUNICATE!

EMAIL: [h.calvert@kemperacademy.com](mailto:h.calvert@kemperacademy.com)

PHONE: 601-743-2232

WEBSITE: [kemperacademy.com](http://kemperacademy.com)

