

7th Computers

2019-20

GENERAL INFORMATION:

Hour:	7 th Hour
Room:	109
Instructor:	Shannon Kats
Required Text:	Microsoft Academy IT Online Training
Prerequisite:	None

COURSE DESCRIPTION:

This course is designed for all 7th grade students and prepares them for the world of computers with a basic understanding of how the microcomputer system operates and the terminology associated with its hardware and software. Throughout the course, students will learn the basic features of the Microsoft Word and PowerPoint programs. They will complete most assignments on the PC platform and will have the opportunity to complete a certification test for each area. They will also practice using Google Drive, email, and calendaring.

Throughout the course, students will review grammar skills and will become oriented to basic computer language and procedures.

COURSE OBJECTIVES:

1. To utilize appropriate proofreader's marks to locate errors in keyboarding and grammar.
2. To format documents.
3. To format envelopes and forms.
4. To discuss the history of computers.
5. To explain the proper procedures for handling computer equipment.
6. To demonstrate procedures of the Macintosh operating system.
7. To develop and modify word processing documents.
8. To prepare an electronic presentation.
9. To use the proper language and vocabulary associated with computers.
10. To complete searches on the Internet using various methods.
11. To evaluate ethical behavior in the computer industry.
12. To use the LCD projector to display presentations.

METHOD OF INSTRUCTION:

This course will be taught through a variety of methods including lecture, class discussions, demonstration, hands-on guided practice, cooperative learning, and independent practice.

METHOD OF EVALUATION:

Students' grades will be determined by total points at the end of each grading period. Final grades will include point values from daily assignments, timed writings, quizzes, and both objective and application exams.

Timed writings will be graded on speed and accuracy based on a scale that I will provide. Each nine weeks, the scale increases. This requires students to increase their speed in order to maintain their timing grade.

Most daily assignments will be due at the beginning of the hour the next day unless otherwise specified by the teacher. Any assignment that is turned in late will be worth only 1/2 credit. An incomplete assignment that is handed in will be graded as if it were complete. Late assignments will be accepted for one week after the date it was assigned. After this time, any assignment that is not handed in will be recorded as a zero in the gradebook.

If a student is absent from school, the student has two days to make up any assignments or tests that were missed. Any assignment or test that is not made up during these two days will be counted as a 0 in the gradebook, unless the teacher determines otherwise.

Because this is a keyboarding class, students who complete assignments early and have time left in class may work on make-up work for this class or will spend time composing at the keyboard.

The grading scale is as follows:	100 - 98	A+	79 - 77	C+
	97 - 94	A	76 - 73	C
	93 - 90	A-	72 - 70	C-
	89 - 87	B+	69 - 67	D+
	86 - 83	B	66 - 63	D
	82 - 80	B-	62 - 60	D-
			59 - 0	F

DAILY REQUIREMENTS:

Each student should bring the following items to class each day:

1. Pencil
2. Textbook
3. Completed assignments
4. Notebook for notetaking

CLASS EXPECTATIONS:

Students are expected to take an active role in their learning of keyboarding. I am here to assist each student in doing the best they can, but it is up to each individual student to put forth the effort.

In addition to learning, students must also be responsible for their behavior. Any student who breaks the rules will be dealt with according to the Assertive Discipline Policy. The following rules are those listed in that policy:

1. Follow my directions.
2. Be in your assigned seat or area ready to work when the tardy bell finishes its ring.
3. Bring necessary equipment to class every day.
4. Keep hands, feet, books, and objects to yourself.
5. There will be no swearing, cruel teasing, rude gestures, or put-downs. Nor shall there be any talking above a classroom voice.

These additional rules must also be followed in the computer lab:

1. No food or drinks are allowed in the computer room.
2. Students must take care of all computer equipment and adding machines in the room.
3. Each student is responsible for cleaning up his/her workplace before leaving the room.