7th Grade Computers
Course Syllabus

Course Description
Computer competency and keyboarding skills are essential in today’s world and are life skills for school and workplace-readiness. Students will expand their creative computer abilities in keyboarding, presentations, and spreadsheets by using the Microsoft Office Suite and Google Apps. Also, in addition to using the software programs, students will research areas of careers, colleges, taxes, etc.

Course Objectives
Upon successful completion of the course, the student will…
1. Understand and be able to apply the basic concepts of one or more Microsoft Office and Google Apps software packages needed as a workplace ready user.
2. Key at a predetermined level of speed and accuracy through timed writings.
3. Develop skills needed to fully integrate the computer as a tool in all areas of academic and personal life.
4. Be a critical thinker and problem solver.
5. Possess the skills necessary to be a leader and work collaboratively as a team member.

Required Course Supplies
Pencil and/or Pen

Grading
The final course grade will be based on total points for the following categories:
- 2 pts. for typing in your daily journal
- Unit projects & tests
- Technology exploration activities

Student Expectations
- Be critical thinkers and problem solvers
- Be able to communicate (both oral and written)
- Be a leader and collaborate with peers
- Be able to adapt to multiple situations
- Be curious and imaginative
- Take initiative and do your best
- Know when and how to properly use technology
**Classroom Expectations**

- Regular attendance is important for academic success.
- Upon entering the classroom, check the board for bell work and assignments. Your daily learning target will be listed here and you will be required to know the objective.
- Be prepared – bring required materials to class every day.
- Complete and turn in all assignments when due.
- When absent, take the initiative to obtain assignments missed by checking Schoology.
- Respect the teacher, your peers, and guests to the classroom. Refrain from negative, unkind putdowns.
- The classroom is a gum, food, and drink free environment. Please deposit items in the trash upon entrance to the classroom. (Water in a bottle will be permitted, but must be kept off student desks.)
- The district policy on technology use will be followed and enforced. Unauthorized sites on the Internet should never be accessed at school. Students who are logged on to unauthorized sites on the Internet are subject to loss of Internet privileges, parent contact, and/or administrative referral, as outlined by the districts secondary student handbook.
- Before leaving, students will clean up their area and push chairs under the desk.

*Inability to meet classroom expectations will result in a warning, removal from workstation to a separate learning area, parent contact, and/or possible referral to administration.*

__________________________________________________________  
Signature ____________________________________________ Date___________

__________________________________________________________  
Parent Signature __________________________________________ Date___________

**Parent Preference for Contact:** (Phone or E-Mail) – Please write your phone number and/or e-mail address for reference: ____________________________