8th Grade Computers
Course Syllabus

Course Description

Whether you will be the next Mark Zuckerberg or work for one of thousands of businesses that already exist, you will need computer skills and an understanding of how the business world works. This semester-long course will provide you with the opportunity to expand your creative computer abilities while building a foundation of business and leadership skills. Project-based learning will help give you a competitive edge in school, work and life. Students will work with Microsoft Office and Google products.

Course Objectives

Upon successful completion of the course, the student will…
1. Create & format business documents
2. Utilize the functions of word processing, spreadsheet and publication software
3. Deliver oral presentations
4. Demonstrate principal usages of the Internet
5. Demonstrate workplace readiness

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
- In-class assignments & 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 or you can access your assignments on 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.

__________________________________________  Date________

Student 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: __________________________