COMPUTER TECHNOLOGY SKILLS
Seventh Grade
Policies and Procedures

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Course Description

This course is designed to give seventh grade students exposure to Word Processing, Desktop Publishing, and Document Formatting. It is aimed at helping them acquire intermediate skills that they can use across the curriculum. In addition, students will practice alphabetic keyboarding and numeric keypad training. Finally, students will explore Internet safety and copyright issues.

Pennsylvania Standards

Seventh Grade Computer Technology Skills is a 9-week course aimed at helping students acquire the knowledge and skills needed to meet the following Pennsylvania Standards:

PA Standard: 3.7.7

C. Explain and demonstrate basic computer operations and concepts.
   - Demonstrate age-appropriate keyboarding skills and techniques (to improve accuracy, speed, and general efficiency in computer operation).

D. Apply computer software to solve specific problems.
   - Identify and solve basic software problems relevant to specific software applications.
   - Demonstrate a basic knowledge of desktop publishing applications.
   - Apply intermediate skills in utilizing word processing (e.g. using columns, tables, headers/footers, graphics, bullets and numbers, etc.) and to format and publish content projects/products).

Projects

Some of the projects that the students will complete:

1. Designing an Original Desk Top
2. Personalized Stationery
3. Letter of Complaint/Thank-you Letter
4. Event Flyer/Holiday Party Invitation
5. Brochure
6. Research Paper Format
7. PowerPoint Presentation
8. Excel Project

Classroom Policies

Late to Class:

- Students are expected to be in their seats and ready to work when the tardy bell rings.

Leaving the Room:

- No one may leave the room after class has begun, unless it is an emergency, and he or she asks permission to leave.

Classroom Citizenship:

In Seventh Grade Technology students are expected to do the following:

- behave in a responsible, courteous manner while they are in my class,
  - ° For example, when class begins and I am demonstrating, each student should be in his or her seat and paying attention.
- **respect our classroom, equipment, and materials,**
  - ° Each student will be assigned a computer. All computers will be checked at the end of each period. **If vandalism occurs to a computer, the student who is assigned that computer will be responsible. <u>No candy or food is allowed in the lab.</u>**
- stay on task (NO GAMES) and work independently or collaboratively as the task dictates,
- show respect for other students' property and personal space,
- complete their work in class, and
- bring their materials every day.

Remember, a computer class requires students to use the computers in class. <u>Detention will be assigned to those students who refuse to work in class.</u>

Late Work:

- Work is due on the date assigned unless the student is absent.
- As per the school handbook, students who have been absent will be given one day for each day that they were absent to make up the work.
- Students who are not absent will lose points for every day that the work is late.

And FINALLY… ☺

If parents or guardians have any questions or concerns, they can contact me by e-mail or phone. I'm excited about the opportunity to get to know the seventh graders, and I'm looking forward to a happy and productive six weeks with them.

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Student Name   Parent/Guardian Signature   Date