Jim Ned Middle School
7th Grade
Keyboarding
Computer Application
Mrs. Brown
EMAIL:
tbrown@jimned.esc14.net
TEACHER WEBSITE:
http://schools.jimned.esc14.net/page/tinabrown-home

This syllabus may be changed, depending on time. Topics may not be covered in the exact order that is listed.
It is YOUR responsibility to get your assignments following or before an absence.

Class Supplies:
*1 - Kleenex / tissue   *1 - Ream of paper

COURSE DESCRIPTION:
Using project based instruction…students are introduced to the principles of business, while refreshing their keyboarding skills. This course should also help students to use computers effectively in their lives, thus providing a connection of computer science and business careers. In this course, middle school students build a knowledge base of computer applications, information systems, internet safety, skills, and business.

Seating:
You will be assigned a seat. I use assigned seating for two main reasons.
        1) It is easy to check the roll.
        2) It is easy to pinpoint any problems with the computers or discipline.

Course Content:
- Basic Computer
- Keyboarding - (All the Right Type)
- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft Access 2016
- Microsoft PowerPoint 2016
- Internet Safety - (Cyberbullying)
- Computer Related Careers
- Desktop Publishing
- Movie Maker
- Parts of a Computer
- Internet Research
- Learning.com
- Google

Grading: **Grading scale:**
Grading will be based on the following: 90 – 100   A   70 – 79 C
     Daily: 60%   Tests: 40%   80 – 89   B   0 – 69   F

Late Work:
     1st day late – minus 15
     2nd day late – minus 30
     3rd day late – will be recorded as a 0

Course Materials:
Please bring a pen or pencil to class every day.

Breaks:
Restroom and water breaks are granted to individuals on an as needed basis. We are encouraged not to allow students to leave the room.

Computer Use:
Please note that school computers are to be used for academic purposes only and your computer activity may be monitored. Failure to abide by this rule may result in the limiting or loss of your computer privileges. *Students will sign an Acceptable Use Policy.*

What are the rules in this Classroom?
- **NO** FOOD / DRINKS / GUM / CANDY IN CLASS
- **Backpacks** will be left against the wall, in the hallway by my room
- Use Computers Appropriately
- Do not change, modify or alter the computer, mouse, keyboard or monitor in any way.
- RESPECT EACH OTHER & EACH OTHERS PROPERTY!
- **NO CELL PHONES**: students will place phones in backpack during class time

SCHOOL @ HOME:
- All class assignments will be added to Google Classroom
- All assignments will be DUE at midnight of the day it was assigned
- Grading:
  - Daily – 60%
  - TEST – 40%
- **Late Work:**
  - 1st day late – minus 15
  - 2nd day late – minus 30
  - 3rd day late – will be recorded as a 0
- A student may contact Mrs. Brown:
  - Email – tbrown@jimned.esc14.net

Keyboarding / Computer Application 7th Grade: 2020-2021

PRINT NAME_____ STUDENT NAME_____

PARENT SIGNATURE_____ DATE_____