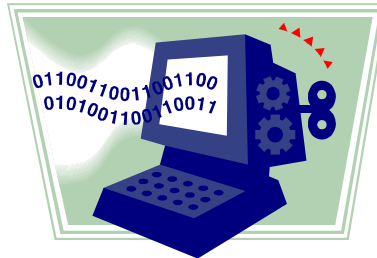# EXPECTATIONS AND PROCEDURES
7th & 8th GRADE COMPUTER SCIENCE
MRS. STAFFORD
2009-2010

Course Content

This is a one-semester class, designed to prepare students to compete in today's technological society. The following will be covered:

1. Keyboarding
2. Computer Literacy –Windows operating system, How a computer works, computer terminology, etc…
3. Microsoft Office 2003, with a focus on
   a. Microsoft Word – word processing fundamentals
   b. Microsoft Excel – spreadsheet and graphs
   c. Microsoft Power Point – multimedia presentations
4. Internet searching/ proper usage /research /safety strategies
5. E-Mail … The Basics and More
6. Graphics and graphic manipulation

Grading Policy

Grades are based on points gained on computer assignments in class, tests and quizzes, note-taking in class, and class participation. Most work is done in class, so homework is seldom given. A home computer is not necessary. Attendance, attitude and effort will be considered if the grade is borderline. The Board-adopted grading scale will be used:

A 93 – 100%   B 84 - 92%   C 71 - 83%   D 63 - 70%   E Below 63%

Make-up Policy

It is the student's responsibility to get missed classwork. Computer make-up time is available before school, after school, during some lunch periods and some study hall periods. ***Make arrangements with me***. Tests and quizzes are announced and posted with assignments on a weekly basis. Absence of one or 2 days prior to a test does not merit a postponement of the test.

Required Materials

Paper, pencil or pen, and a computer folder (two pocket with center section for notes) are daily requirements. Students are required to take notes in class during lecture/demonstration and to maintain a computer folder with vocabulary, class notes, handouts, computer assignments, tests and quizzes. Keep everything organized in this folder all semester. Do not throw out anything!! ***There will be a final***.

Computer Class Rules

1. Enter quietly and be in assigned seat before bell rings, with required materials.
   - If you are tardy with no pass, you will be given a warning with my signature in your assignment book.
   - If you do not have your assignment book OR there are no more spaces left for my signature, you will be given a detention.
   - Office referral if tardiness becomes a habit.
2. Treat the equipment, your work and the work of others with respect.
3. Listen carefully and follow directions the first time given.
4. Speak appropriately at all times. Watch your language. Rudeness will not be tolerated.
5. Always clean up your area and exit quietly *when you have been dismissed*.
6. Food, drinks and gum are not permitted in the classroom!
7. All restroom breaks should be completed before class. Emergencies will be considered as need arises. You will be permitted out of the classroom, if you have a line open for my signature in your assignment book on the current grading period. Please wait for my signature, sign out and take the pass.
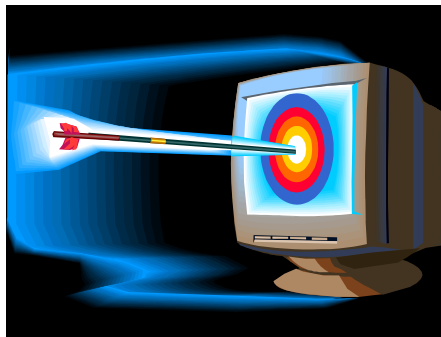8. Adhere to "Rules at the Computer/Proper Care for Computers" Rules

If a student chooses to break a rule:

1st time - **warning**
2nd time - **5 minutes off the computer/ stay after class**
3rd time - **detention**
4th time - **call home**
5th time - **office referral**

Severe behavior or damage in any way to the equipment: Immediate removal from class and sent to Office.

Students who behave, complete all assignments and go beyond the requirements have the opportunity to earn:

** Extra Credit
** Computer Game Time

Parents, please note: I can be reached at any time by e-mail at sally.stafford@weschools.org . If you would like to speak with me by phone, the best times to reach me are before school, after school or during my conference time, First Semester - between 9:30 and 10:00 ; Second Semester – between 10:30 and 11:00. You may call the school office at 975-3600.