7th Grade Computer Applications

Gretchen Martin
Instructor
gmartin@tps501.org
Phone(Call/Text): 785-845-6851
Website: Mrs. Martin



Course Information

7th grade Computer Applications

Class Description:

This is a course designed to give you, the students, an overview of Computer Applications including current terminology, introduction to computer hardware, software applications, and procedures. You will learn and develop skills of these subjects:

- Internet Safety
- Computer Basics
- Computer Parts
- Keyboarding
- Microsoft Word
- PowerPoint

You will develop your understanding of Computer Applications through readings, worksheets, group and individual projects, presentations, quizzes, and tests.

Course Objectives:

1. Students will understand the classroom expectations and rules by going over the syllabus. They will also understand what subjects they will be learning in Computer Applications.
2. Students will become computer and internet savvy with tutorials on how to operate a computer, surf smartly, and guide through the basics of internet, while providing up-to-date information on the latest online tools and technologies.
3. Students will learn how to properly write emails, and learn all the basics about email etiquettes.
4. Students will be able to understand and properly use the keyboard:
5. Be able to utilize various word processing tools.

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6. Format basic documents using word processing software.
7. Be able to use PowerPoint to create a slideshow.
8. Students will develop the skills to create spreadsheets, formulas, format spreadsheets and create a 3-D column and bar graphs while using formulas and data.

Course Evaluation

Grading Scale:

A: 100%-90%

B: 89%-80%

C: 79%-70%

D: 69%-60%

F: 59% and below

Grades will be composed of the following:

- Assignment (Homework, Classwork): 10%
- Assessment 70%
- End of semester Test 20%

Turning In Your Assignments:
Your assignments given in class will be due by the BEGINNING of the NEXT class period, unless told differently by Mrs. Martin.

If you are absent, it is YOUR RESPONSIBILITY to pick up the classwork and homework from Google Classroom or when you return. Ensure you reach out to Mrs. Martin for additional help.

Requirements and Policies:

Cellphones/ Electronic Devices:

All electronic Devices (cell phones, smart watches, etc.) must be UNSEEN and UNHEARD during instruction time unless directed by the teacher.

Classroom Rules:

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1. Respect the Teacher, Yourself, and Others.
2. Follow School Rules.
3. Come to Class Prepared to Learn.
4. Respect the Classroom and Equipment.
5. If you don't know, ask!
6. Have Fun!

Turning in Assignments:

- Your assignments given in class will be DUE by the BEGINNING of the NEXT class period, unless told otherwise.
- Some assignments will be turned in virtually on Google Classroom.

Bell Work

You are required to read and perform the work as soon as you enter the classroom.