Union Star R-II · 2021-2022

Office Phone: 816-593-2294

Teacher: Mrs. Whorton
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Class: 7th Grade Exploratory Computers

Introduction:

Hello! Welcome to 7th Grade Exploratory Computers! I am happy to have you in my class this year. We are going to learn a lot but have some fun too! Each and every one of you are important to me and I look forward to getting to know you better. My planning period is 2nd hour and you are welcome to stop by and see me then, however, my door is always open to you in an emergency! You are welcome to text me or email me with questions or concerns and I'll get back with you as soon as I can. If you need extra help, let me know and we can work out a plan to get you up to speed. We are going to have a great year at Union Star!

Course Description:

Computer skills are essential for student success in the 21st century work force. This course will provide the foundation skills to enable students to efficiently, effectively and responsibly utilize technology. The technology curriculum emphasizes skills students need to successfully collaborate, problems-solve and effectively communicate, gather information, and conduct research. Students will also learn to be digitally responsible when dealing with the internet and other digital communication outlets. Topics include:

- Digital Citizenship
- Building Spreadsheets
- Proper Keyboarding
- Word Processing
- Building Databases
- Oral Presentation
- Desktop Publishing
- PowerPoint Presentations
- File Management

Materials:

1 - 3 Ring Binder
1 – Wide Ruled Spiral Notebook Paper
Pen/Pencil
Jump/Thumb Drive

Course Objectives:

Upon successful completion of this course, student will be able to:

1. Recognize when to use each of the Microsoft Office programs to create professional business documents.
2. Use Microsoft Office programs to create personal and/or business documents following current professional and/or industry standards.
3. Pursue future courses specializing in one or more of the programs.

4. Apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework.

Course Outline:

1. Digital Citizenship
2. Word Processing
3. Spreadsheets
4. Databases
5. Slide Presentations
6. Online Portfolio/Capstone Projects

Grading Scale:
For full credit, assignments are due on the date instructed. My general grading guidelines are outlined below. I reserve the right to revise the policy based on individual extenuating circumstances.

- One day late: 10% Deduction
- Two days late: 25% Deduction
- Three days late: 30% Deduction
- Four or more days late: 50% Deduction

Classroom Rules

1. Cell phones must stay in backpack unless otherwise instructed.
2. Come to class prepared, on time, and with a positive attitude.
3. All students must be in their assigned seats working on bell ringer within 5 minutes of bell.
4. Students must keep talking to a minimum until roll is called.
5. All homework must be completed on time and turned in to the appropriate basket at the beginning of each class period.
6. All assignments must include your name and class period.
7. Students must come to class with all needed supplies.
8. Actively listen and pay attention.
9. All classroom equipment must be handled properly and carefully – treat it like you bought it!
10. Follow Union Star student handbook rules for academic integrity – cheating will not be tolerated.
11. Take responsibility for yourself and your education.
12. Be respectful, tolerant, and compassionate towards others.
13. Participate, participate, participate!
14. Be ready to learn and have some fun!

Classroom Procedures

1. Entering the classroom – turn in homework, log-on and start bell ringer.
2. During class – you must ask me before you leave class for any reason.

3. End of class – Log off computer, clean up your work area, throw away any trash and take your belongings with you. Do not leave the doorway until the bell rings.