

Miss Brenda K. Brown - 7th grade Computer Tech
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<https://classroom.google.com/>



7th Grade Computer Tech Syllabus:

Typing/Keyboarding: Daily practice of keyboarding skills using various on-line websites.

Google Applications: Classroom, Email, G-Mail: Develop proficiency skills for understanding and using Google Classroom: Docs, Sheets, Slides, Meets, Forms and school Email.

Internet Safety / Social Media Protocols: Learn current standards for internet safety when on computers and cell phones. Comprehend social norms and expectations when using social media sites and applications.

Career Cruising: Conduct research on possible career choices and build personal web pages.

Microsoft Applications - Word, Excel, PowerPoint: How to effectively use and create documents, spreadsheets, posters, and slide shows. Learn and apply knowledge of on-line educational websites and applications.

Assessments: Student grades will be based on the quality of the assignments completed in class every day, as well as being on-task. Daily assignments include following directions, typing, reading, writing, internet safety, creating various products, and using a variety of applications.

The district grading scale is as follows:

A+	100
A	99 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
F	59 - 0

LAPTOP GUIDELINES:

- 1) Write down the laptop number and shelf that you are assigned in each class and be sure to check that you are using the right laptop number before you log in.
- 2) You are responsible for the care and maintenance of your assigned laptop. Failure to take care of your assigned laptop/computer can result in fines & loss of use. Clean your hands before using the laptop and after coughing or sneezing so you do not spread germs onto the keyboard.
- 3) Remove the charger cord gently and place it back on the correct shelf after you remove your laptop so that it isn't hanging down.
- 4) Always use both hands to carry your laptop just in case you trip while walking.
- 5) Food, and drinks are not allowed while using your laptop. Please, do not touch the screen with your fingers, or, other objects.
- 6) Tell your teacher, or, tech assistants immediately if you are having problems with your laptop.
- 7) **Access teacher assigned websites ONLY**; failure to do so can result in the loss of using the laptop/computer in all classes.
- 8) **Use of technology is a privilege. Its main purpose in school is for academic learning. Inappropriate use of laptop, or, using unassigned websites: 1st infraction – loss for one day, 2nd – loss for one week, and 3rd – loss for remainder of school year (in all classes).**