

7th Grade Computer Applications SYLLABUS & PROCEDURES



Contact Info:

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For an immediate response, please email me with any questions or concerns.

My Mission Statement:

Create a safe and engaging learning environment that provides opportunities to *learn and master* computer skills that will *prepare* digitally-minded students for the challenges of high school.

Course Description:

Computer Applications is one of the *new* special rotation courses that all students will have during 7th grade. This six-week course will provide a comprehensive introduction to word processing, e-mail, spreadsheet and presentation software skills. Students will learn these skills using the assigned software program, which include Microsoft Word, Excel and PowerPoint.

Classroom Expectations:

1. Respect Yourself
2. Respect Others
3. Respect the Classroom

Classroom Procedures:

Beginning of Class: Enter the classroom with a positive attitude, prepared for the day's lesson. Retrieve your Computer Apps folder from the "folder holder". Read and begin the "FOCUS" activity that is posted on the board. Any extra time or "free time" should be used to complete Typing Web lessons.

During Class: Ask and answer questions! Feel free to participate and join the discussion if your comment is helpful not hurtful. Offer to demonstrate a newly acquired skill and when asked, please follow directions the first time. If you need to leave the room, please only ask during non-instructional time. You must sign-out on the clip board and take the approved hall pass. Please sign-in when you return!

End of Class: Make sure your assignments are saved in the correct location on your student drive. Save often and ONLY print when I tell you to do so. Neatly wrap and return headphones to the correct bin. Use the "In-Bin" in the back of the room to submit assignments. Pass your folders to the left and the row leader will replace them to the "folder holder." Remain seated until the bell rings.

Discipline:

1. Verbal Warning
2. Disciplinary Action Form (DAF) and Phone Call Home
3. After-School Detention and 2nd Phone Call Home
4. Written Disciplinary Referral (Principal)

*Peters Township Middle School's Code of Conduct will be followed. I reserve the right to adjust the consequence(s) based on the severity and the frequency of infraction(s).

*In the event that three homework assignments are incomplete, I will assign a detention.

Keyboarding Lessons, Technique & Assessment:

1. Typing Web Keyboarding Review Lessons: Keyboarding efficiency will prove to be an invaluable skill as students transition to the high school. As a result, students will be expected to complete keyboarding review lessons using Typing Web online software. Students can use class-time as well as study lab to complete these lessons.

*In the event that a student does not complete his/her typing lessons by the due date, they have until the following class period to complete all of the lessons to earn 70%. If the typing lessons are still not completed, the student will receive a "0".

2. In addition to the participation system and keyboarding lessons, students will be assessed in any of the following ways:

- * Homework
- * In-Class Activities
- * Quizzes
- * Projects-(1) Word Project, (2) Excel Projects, (1) PowerPoint Project

Make-Up Work Policy

If you are absent from school, it is your responsibility to make-up the work that was missed. The number of school days missed will equal the number of school days you have to make up all missed work. For example, 1 day absent= 1 day to make-up the work. All deadlines will be posted on the weekly calendar and on my teacher website.

Additionally, a grade of "zero" will be placed in PowerSchool to denote that an assignment was not received and the student should inquire about completing the make-up work. It is not the responsibility of the teacher to follow-up on missed or incomplete assignments.

Grading:

Student's grades will be updated frequently throughout the week on PowerSchool. The majority of grades will be posted within one week of the assignment due date. Some long term projects (Project #1-4) may require additional time to provide accurate assessment.

*Students are expected to do their own work. Students who are caught cheating will receive a "0" for that particular assignment and their parents will be contacted.

Note from Mrs. VB: I'm looking forward to an exciting class together! I am here to assist you and encourage you to reach your goals. If you put forth 100% effort and show up ready to work, I can promise you a very rewarding 30 days!