

**CARLE PLACE MS/HS-- BUSINESS EDUCATION DEPARTMENT  
COMPUTER LITERACY – GRADES 7 and 8**

**2016 - 2017**

Mrs. Foufas – Teacher

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Welcome to Computer Literacy! My name is Ms. Foufas and I am excited to work with all of you! This is a hands-on 10-week class designed to introduce seventh and eighth graders to various components of computer literacy. The following will be covered in this course:

- Keyboarding
- Windows operating system
- File and desktop management
- Email
- Internet searching
- Google Apps (Email, Drive, Docs, Sheets, and Slides)
- Microsoft Office
  - Word (word processing fundamentals)
  - Excel (spreadsheets, formulas and graphs)
  - Power Point (multimedia presentations)
- Ethical issues related to personal computer use including Internet safety, plagiarizing, copyright infringement and fair use policies.

**CLASS EXPECTATIONS/REQUIREMENTS**

**DAILY REQUIREMENTS**

- Students must bring a pen or pencil to class every day.
- Folder (two pocket with center section for notes): students are required to take notes in class during lecture/demonstration and to maintain computer folder with class notes, handouts, assignments, projects, tests and quizzes. Keep everything organized in this folder all quarter. \*\*
- When the bell rings, you should be in your seat and ready to work.
- No one is to be out of their seat until the bell rings.
- Absolutely no latenesses will be tolerated. (Three latenesses = one detention)
- No food or drinks are permitted in the classroom.
- Treat the equipment, your work and the work of others with respect.
- No more than one person may be out of the room at a time.
- Always clean up your area.
- Speak up! If you have a question, concern or particular interest, let me know. I am here to help.

\*\* Students will be expected to come to class prepared with these supplies and will be required to maintain a folder. The folder will be reviewed and graded at the end of the marking period. Maintenance of a folder is very important, as there is no textbook for this course. Therefore, the materials in the folder and class lectures will be the basis for tests/quizzes.

## **GRADING CRITERIA**

### **Your course grade will be determined as follows:**

Keyboarding Technique Evaluations	20%
Classwork (assignments/projects)	40%
Tests and Quizzes	20%
Participation	20%

Students will lose 5 points for each day an assignment is late and 10 points for each day a project is late.

\*\*\*Extra credit opportunities will be available throughout the quarter upon request.\*\*\*

## **PARTICIPATION/BEHAVIOR GRADE**

Each quarter you begin with 100 points for participation. It is your job to keep that grade as high as possible. You will lose 3 points for missing assignments, being unprepared for class, lateness, cutting and insubordinate behavior such as disrespect to student or teacher, inappropriate language, or any other corrective behavior that gets my attention.

## **MAKEUPS**

If you are legally absent and miss an assignment or a test, it is your responsibility to make arrangements with me to make it up within three days of returning to school.

Students are permitted to redo an assignment. This must be completed within three days of getting back your original assignment. I will then take an average of the two grades and that will be your new grade.

## **EXTRA HELP**

I am available for extra help during period four on Mondays and Fridays and after school on Tuesdays, Wednesdays and Thursdays. I am also available by appointment. Please remember I am here for you!

**I have reviewed and understand all of the requirements for this course.**

\_\_\_\_\_  
**Student Signature**                      **Date**

\_\_\_\_\_  
**Parent Signature**                      **Date**