

COMPUTER TECHNOLOGY TRAINING

Sacajawea Middle School

2007-2008

- Instructor: **Mrs. Anne Bell** Tel: (253)-945-4951 E-mail: **abell@fwps.org**
- Duration: One semester (Grades 7 & 8), Twelve weeks (Grade 6)
- Texts: Typing Time and A Guide to Microsoft Office XP
- Objectives: To develop **touch keyboarding skill** *using proper technique*
To encourage the student to reach FWPS **speed and accuracy** goals.
 Meeting Standard: 30+ gwam for 3 minutes, 3 errors or less, no keywatching or backspacing
To promote **proofreading** skills
To become familiar with **computer components and terminology**.
To learn and to demonstrate knowledge of **word processing** functions and **computer keyboarding applications** (letters, reports, spreadsheets, presentations).
To learn and to demonstrate knowledge of computer software programs (Microsoft Word, Excel, PowerPoint, Publisher and Access).
- Fee: The \$5 computer fee covers costs for paper, toner, CDs and disks.
- Make-up/
Extra Work Computer Room 701 will be available for make-up work or to have additional work time on *most* Tuesdays, Wednesdays or Thursdays from 2:45-3:40 p.m. A late bus is available, but if you don't normally take the bus and can't walk home, a ride must be arranged. Check with Mrs. Bell to make sure that the room will be open. If you can't stay after school, arrangements can be made to work during the lunch period.
- Grades: Students can check their grades on line (updated every Wednesday) through the FWPS website.
- Assignments: Every student will be evaluated at the beginning of the semester to determine their individual starting point in the curriculum. The grading software doesn't allow for individual work lists, so all possible assignments must be listed on each report. If you see an "X" on your report, it means "excused." You have either *already done* that work prior to attending class or you *have not yet reached* the work required to earn an "A" given *your* ability and effort in class.
- Attendance: If you have been absent, put your admit slip on Mrs. Bell's desk at the beginning of class. It will be signed and returned to you after attendance is taken. Then you can check about work missed.
- Tardies: You are tardy if you're not in your seat with your folder *when the bell rings*. If a student has 3 or more unexcused tardies, he/she will get an invitation to lunch detention with Mrs. Bell. The student will come directly to Room 701, and 15 minutes later will be allowed to go get their lunch and return immediately to Room 70 to eat.

- No game playing or logging on to games or inappropriate websites. If you use the SAC computers for unauthorized purposes, you may lose your SAC computer privileges throughout the school for 30 days.
- Intentional tampering or destruction of equipment will be considered vandalism. You could lose computer privileges permanently, your grade could be adversely affected and you may have to pay for repairs.
- Do not tell your computer password to anyone (even a good friend) except a teacher. If someone else logs on with your password and misuses the school computer system, you may lose your privileges along with the other student.

CLASS PROCEDURES

1. Each day when you come into the classroom:
 - a. Get your folder *on the way into class* before going to your seat.
 - b. Purses and backpacks must be under the desk and out of the way.
 - c. Bring your own pen and pencil to class every day and take them out *before* you stow your backpack. If your pencil needs to be sharpened, do it *before class starts*.
 - d. Make sure you're sitting at your desk ready to work (with your folder) when the bell rings. If not, you will be marked as an unexcused tardy for attendance purposes.
2. Treat everyone with respect - students, the teacher, para-educators, and any substitute teachers.
3. No eating, gum chewing, or drinking (except plain water in a transparent container) in the classroom. Make sure you leave any of these items closed up in your backpack, your locker or throw them in the garbage *as you enter* the computer room. If you are eating or drinking anything in class, the food or drink may be thrown out.
4. Follow directions *the first time* listening carefully. Hands must be off the keyboards while the teacher is talking to the class unless directed to do otherwise.
5. Do your best at all times and do your *own* work.
6. Bring your Warrior Planner every day. Your own Warrior Planner is required if you need to leave the classroom, and it will be used for some class assignments.
7. Stay in your assigned seat unless you raise your hand and are given permission to leave it. Do not use your chair as a vehicle – *use your feet, not your seat* to move around.
8. Bathroom passes will be allowed unless a student abuses the privilege. *You must have your own Warrior Planner signed to leave the classroom.*
9. Your computer responds to kindness – don't mistreat it! If there is a problem with your computer when you enter the classroom or during class, tell the teacher immediately. This way the problem can be fixed sooner and you will not be liable for the problem if it's considered vandalism. Do not move to another computer without permission.
10. Computer default settings should only be changed by the teacher (including screen savers).
11. These procedures are in addition to those listed for Sacajawea Middle School students in the Warrior Planner.

GRADING

Students will be evaluated in the following areas:

- Technique** (using proper fingering, not watching keys, sitting properly, palms off the keyboard)
- Daily Assignments** (working throughout the period, doing their best, not disrupting the classroom or keeping other students from doing their work, following directions).
- Tests** (Passing keyboard tests at 90% or higher, re-taking the tests if lower than 90%--there is no limit to re-taking tests)
- Daily Effort** (Work ethics, effort, attitude, self-discipline, teamwork, attendance, respect for other students, respect for the teacher, and proper use and care of equipment).

After the first two weeks of class, grades will be updated on Wednesday and available through Grades-on-Line. E-mail me if you need your student's password or help with accessing Grades-on-line.

Student's name (*please PRINT*) _____

Period _____

I have read and agree to the expectations and grading for Mrs. Bell's computer class and the Federal Way Public Schools computer user guidelines.

Student/Parent Reminder:

- No game playing or logging on to games or inappropriate websites. If you use the SAC computers for unauthorized purposes, you may lose your SAC computer privileges throughout the school for 30 days.
- Intentional tampering or destruction of equipment will be considered vandalism. You could lose computer privileges permanently, your grade could be adversely affected and you may have to pay for repairs.
- Do not tell your computer password to anyone (even a good friend) except a teacher. If someone else logs on with your password and misuses the school computer system, you may lose your privileges along with the other student.

Parent/Guardian's signature _____ Date _____

Parent E-mail Address (optional): _____ @ _____

This really helps with timely parent-teacher communications!

Student's name (*please PRINT*) _____

Period _____

I have read and agree to the expectations and grading for Mrs. Bell's computer class and the Federal Way Public Schools computer user guidelines.

Student/Parent Reminder:

- No game playing or logging on to games or inappropriate websites. If you use the SAC computers for unauthorized purposes, you may lose your SAC computer privileges throughout the school for 30 days.
- Intentional tampering or destruction of equipment will be considered vandalism. You could lose computer privileges permanently, your grade could be adversely affected and you may have to pay for repairs.
- Do not tell your computer password to anyone (even a good friend) except a teacher. If someone else logs on with your password and misuses the school computer system, you may lose your privileges along with the other student.

Parent/Guardian's signature _____ Date _____

Parent E-mail Address (optional): _____@_____

This really helps with timely parent-teacher communications!