

Wallenpaupack Area School District

Wallenpaupack Area Middle School

Course Title: Computers 7

Length of Course: 22.5 days

District Policies:

Academic Integrity:

Academic integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited.

Assessment:

The goal of grading is to report student progress and achievement to the parents to strengthen the home-school connection. The grade should accurately reflect the student's performance in mastering the PA Standards and the WASD curriculum.

Attendance:

Regular school attendance is vitally important to academic success. Not only does attendance reinforce and enrich the learning process; it also establishes patterns and attitudes that will carry forward into adult work habits. Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency.

Special Education:

Our commitment to each student is to ensure a free appropriate public education which begins with the general education setting, with the use of Supplementary Aids and Services. Inclusive education describes the successful education of all students with the appropriate supports and services to participate in and benefit from the general classroom settings and other educational environments.

Course Description: This class is an introductory computer class. The class is designed to instruct students with varying computer skills. The students will improve proper keyboarding skills and typing fluency.

Pennsylvania State Standards: All WAMS courses are aligned to the PA State Standards and Common Core Standards, where applicable.

Course Objectives:

Student will demonstrate the ability to:

1. Effectively use Microsoft Word to create, format, and edit different types of documents.
2. Effectively use Microsoft Excel to create spreadsheets to organize data.
3. Effectively use Microsoft PowerPoint to create and present a professional presentation.
4. Demonstrate correct typing posture and technique with a correct typing speed target of 15 words per minute.

Student Responsibilities:

Attendance expectations: Attendance is essential to reaching your full potential in understanding computer concepts.

Homework expectations: Assigned homework is expected to be completed to reinforce skills and concepts taught.

Make-up work: Students will be given one day for each excused day from class to complete make-up work. All graded assignments are posted on PowerSchool. Student need to ask the teacher for missed work/material.

Late work: Teacher's discretion.

Assessment:

Grading components:

- Projects – 87%
- Typing – 13%

Content Pacing Guide: The following pacing guide is a general guideline and the instructional content/timeframe may vary.

Topic	Major Assignments	Estimated Timeframe (Classes)
Keyboarding	Skill building activities are integrated throughout the course	On-going
Word processing	Create a business letter	2 blocks
Word processing	Create a flier inserting a picture from a file	2 blocks
Word processing	Create a research paper with citations	2 blocks
Word processing	Create a newsletter	2 blocks
Spreadsheet	Create and format a spreadsheet	2 blocks
Spreadsheet	Apply formulas and functions	2 blocks
Spreadsheet	Evaluate data by sorting, filter, and adding graphs	2 blocks
Presentation	Create a persuasive presentation	2 blocks
Presentation	Enhance a presentation using animations, transitions, sounds and graphics	2 blocks