**Fillmore Central School Mrs. Ellsworth**

**Computer 8 Syllabus 2024-2025**

**Course Description:** Grade 8 Computer Technology is a half-year course taken by all 8th grade students to help heighten their computer literacy. This class will meet five days a week for 20 weeks. In this course we will emphasize internet and computer literacy to better prepare our students for today’s competitive, global world. This course will cover topics that range from computer basics, keyboarding, the Internet, word processing, presentation software, and spreadsheets.

**Units of Study**

**Unit 1 – Computer Basics & Keyboarding**

* Students will learn how to type following all appropriate rules and learn how to proofread and edit a document accurately.

**Unit 2 – The Internet**

* Ethical & Safe Use of the Internet: copyright laws, ethical use of computers and the internet, safe use of the internet.
* Internet Literacy: web resources, evaluation of a website as a research resource, the difference between a search engine and other resources.

**Unit 3 – Word Processing – Microsoft Word**

* Students will demonstrate mastery of the following skills: copy, paste, bold, text alignment, word wrap, inserting clip art, using columns, inserting a chart, headers/footers, saving, printing, portrait/landscape layout, changing margins.

**Unit 4 – Presentations – Microsoft PowerPoint**

* Students will demonstrate mastery of the following skills: create slides, insert slides, insert backgrounds, inserting a picture, inserting a clip art, layering, animations, transitions, hyperlinks.

**Unit 5 – Spreadsheets – Microsoft Excel**

* Students will demonstrate familiarity of spreadsheets as a tool to evaluate, calculate and analyze data: basic data entry, basic calculations, formatting, sorting, graphing.

**Instructional Plan**

All course information can be found on the FCS Computer 8 Web Page/Class Calendar. Please email [tellsworth@fillmorecsd.org](mailto:tellsworth@fillmorecsd.org) if you have any questions.

### **Materials Required for Class** Students should come to class prepared each day with; their school-issued laptop *charged*, their textbook, a folder labeled for class, and a writing utensil.

**Behavior & Expectations**

1. Be on time and prepared with all necessary materials for class each day. If late, you must bring a late pass from the teacher that kept you late or from the 7-12 Office.
2. If a student needs to use the bathroom there are 2 bathroom passes available this year. Students must **grab a pass** and **sign out** to the bathroom when they leave and then **sign back in upon return**. Only 2 students will be allowed to leave the room at a time.
3. Show **RESPECT** for your classmates, yourself, the equipment and your teacher.
4. All assignments will be listed on the class calendar. Students will be given **a week** from the date the assignment was given to turn it in. Any assignments **turned in** **past that date will NOT be accepted**. PowerSchool is a helpful tool to keep track of assignments and grades.
5. Chairs should not leave your workstation and should be pushed in when you exit your station. Rolling around the room will NOT be tolerated, nor will chairs leaving this room.
6. Cell phones are NOT to be seen in class. If they are seen they will be taken by the teacher and will be dealt with accordingly.
7. Do not touch the computer unless directed to do so. All school computer rules and policies apply. We will discuss the school computer acceptable use agreement thoroughly and you will be given a copy to keep.

## Grading Procedures

Student grades will be determined by total class points. Total class points will be a compilation of their Edutyping lessons, handouts, quizzes, tests, projects and class participation. A midterm and final exam will also be given.

I agree to the above rules and will do my best to follow them.

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Today’s Date

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Student Name Printed

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Name Signed