

8th Grade Computers Syllabus

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Conference Period Daily 12:54 – 1:43

Course Overview

This course is designed to provide a “working introduction” to Microsoft Office Suite. Students will be assigned various projects that will provide a minimum of intermediate skills in Microsoft Word, Excel, PowerPoint, Access and Publisher. Students will also be using freeware software to create projects that use knowledge from their core classes and apply them to a research based final product.

Expectations

By the end of the semester students will be expected to have an **independent working knowledge** of the computer hardware, the Microsoft Office Suite software applications, digital photography practices, freeware and shareware, and basic software process and applications. Students will be able to create documents, spreadsheets, marketing materials, electronic presentations, and database queries. They will have a working knowledge of Microsoft Movie Maker and Photo software for digital photography. Students will also work on Time Management skills for themselves and their team.

Schedule of Events – we will spend approx. 6 weeks per topic.

1. **Word**
2. **Excel**
3. **Publisher**
4. **Access**
5. **PowerPoint**
6. **Movie Maker and Photoshop**

Projects-

This is a project based class. Every six weeks students will have a project due in correlation with their AR reading. They will create documents, prepare speeches, and video a webcast in collaboration with a team or class.

Each of the topics above will also have a project assigned to it.

Grading/ Daily Work-

Students are responsible for turning in daily work and project by their due date. I do not accept late work and do not allow corrections.

Daily work will consist of any assignments, journals, vocabulary and participation.

Students will have a six weeks test and semester tests that will count for a large portion of their grade. These exams will be vocabulary based with some hands-on tasks from the topic of that six weeks.

Further information can be obtained at my teacher webpage located on the Jacksboro ISD website.

Please feel free to call anytime, if you have questions or concerns.

Parent Signature: _____

Student Signature: _____