**Harmony School of Innovation**

**2015- 2016 Syllabus**

**7th Grade Technology Applications**

**Teacher: Mrs. Coban**

**Room: Computer Lab. 222**

**Email:** **acoban@harmoytx.org**

Welcome to TECHNOLOGY APPLICATIONS Class. I am here to teach; you are here to learn. I will do my job; you will do yours, and we will together use this year wisely and beneficially. Positive attitude is the key of SUCCESS. Let’s keep it all the time!

Contact Information: Email is the best way to contact me because of my rough schedule. I check my emails regularly.

**WHY DO WE HAVE PROCEDURES?**

 A procedure is the way that we do things. To do things right, we have to follow some simple procedures, for example: to open your locker, you need to select your combination as directed by the lock manufacturer. To cook a delicious meal, you need to follow the steps in the recipe. To place a call on your phone, you need to dial the number in the right order. So, to be successful in learning, you need to follow some simple procedures.

**COURSE DESCRIPTION**

 In 7th grade, we introduce students to computer literacy by teaching a variety of skills, including: Computer Fundamentals, keyboarding, web browsing, email and online communication, word processing, presentations, spreadsheet development, multimedia and database, and HTML.

As middle school students advance, they broaden their ability to use the computer as a creative and problem solving tool. With cutting edge software, they learn to program, edit videos, and create animation. They learn to exhibit ethical BEHAVIOR WHEN USING TECHNOLOGY. They acquire the ability to identify and solve routine hardware and software problems that occur during every day use.

**Objectives**

Students will be able to...

* Use presentation software to create enhanced presentations with music, automatic transitions and utilized as a web page.
* Work with presentation software to design enhanced presentations with graphics and animation.
* Utilize a word processing program to create a research document with headers, footers, and footnotes using proper citation techniques.
* Design situational writing/applications through the use of various technological resources

Use a word processing program to enhance the appearance of a simple document by using advanced font effects (such as text animations, font style, and font modification)

**GRADING**

The grade will be computed as follows:

30pts Chapter Quizzes

40pts Learning.com class works and assignments

20pts Class participation and cooperation

10pts Typing practice (Typing.com)

**Unexcused Absence:** 10% will be taken off for every week past the due date for 2 weeks, for example: if you turned it in 2 weeks after the due date, maximum grade you will be getting will be 80 out of 100

**Excused Absence:** Can make up without a penalty before that quarter ends.

**Supplies**

* **HEADPHONES:** Students are expected to bring their own headphones to class every day. Be responsible and organized.

**Seating Chart:**

Teacher could change the seats of students for everyday or every week. It is up to the teacher.

**Right After the bell rings (3min)**

* Immediately log in to your computer, go to Learning.com, and start to your bellwork assignment.
* You will find your bell work assignment on the projector screen.
* Do the bell work without talking.
* When you finish submit your bell work or current assignment, and wait quietly for the next direction.

**During Instruction**

* Listen to the teacher with full attention.
* Don’t do something on computer, no tapping, talking, or whispering.
* Computers have to be on log in screen (blue screen).
* Ask permission to speak by raising your hand.
* Ask questions related to the subject. Other questions, which are not related to the subject, can be asked after instruction.
* After instruction, make sure you understand the concept. If not, ask questions by mentioning which part you didn’t understand.

**While you are working**

* Make sure you read, watch, or listen to all the directions about your work and understand them.
* If you didn’t understand, ask the teacher to explain it.
* Show your best effort to finish your work on time.

**Students who finish the class work early**

* Students who finish early have no extra privileges in the computer lab.
* They have to practice on keyboarding. (typing.com)
* Don’t disturb friends, don’t speak loudly or don’t get around in laboratory.
* Students cannot help any other student without teacher permission.

**ASSIGNMENT POLICY**

**Submission method**

Students are responsible for their own work and they have to pass a certain grade (80) on learning.com to be able to go to the next step.

**Late submissions**

* Late submissions are accepted in the same week. In such a case, the student is supposed to contact the teacher no later than the following week of submission deadline.
* Every weekend your assignments will be graded on learning.com.
* It is students’ responsibility to finish and inform teacher about their late and missing assignments.

**Classroom Procedures**

1. Students are not to bring any food or drink into the classroom.
2. Students are ONLY allowed to bring their headphones.
3. Students will be in their assigned seats working on the bellwork when the tardy bell rings.
4. Student will request permission from the teacher in an emergency to use the restroom.
5. Students will raise their hands and wait for permission to speak during class period.
6. If a student is absent for any reason, it is their responsibility to talk to the teacher for missing assignments and make up their assignments.
7. All daily assignments will be completed at the end of the period unless given extended time.
8. Cheating or sharing work with another student will result in both students receiving a failing grade.
9. If a student finishes a day’s assignment early, they should practice on their keyboarding.
10. At the end of the class period, log off your computer and wait quietly on your seats.
11. Students will use the computer for class activities only. Students are not allowed to use gaming websites, e-mail, music websites, or any other unauthorized websites. NO EXCEPTIONS!
12. Students will not have cellphones or other electronic devices of any kind. Such devices, if visible or audible will be confiscated and turned into dean of discipline room.
13. Students will remain at their own desks (tables) in their seats at the end of the period until the teacher dismisses the class.
14. Students will keep workstations clean by throwing away any unnecessary papers and pushing chairs before leaving.

**Please pay attention to these rules**

1. To protect yourself and equipment, never tamper with or remove power cords or cables (including mouse and keyboard), never attempt to restart or reset equipment without permission, insert a foreign object into a disk drive or any other parts of the computer. Never hit a machine, smash a mouse, or abuse a button or key, tamper with or attempt to disrupt a computers operating system.
2. Don’t attempt to learn and share someone else’s password to access the site network or internet. Don’t give out personal information over the site or internet.
3. No food!!! No drinks!!! No chewing gum!!! No action like chewing gum or eating food!!
4. Don’t play games of any kind, internet chat, instant messaging, or personal email. Don’t download of music shareware, freeware, and evaluation copies of software from the internet.

**DISCIPLINE POLICY**

Every student deserves a quality education experience, to feel safe at the school and no student has the right to prevent a teacher from teaching or students from learning. Therefore, there will be some consequences if a student breaks a rule or procedure.

**1st time:** Oral warning

**2nd time:** Teacher will contact (email or phone call) to student’s parents. Discipline Point (DPS) will be given after parent contact.

**3rd time:** The student will lose computer usage and privilege and will do paperwork.

**4th time:** Student will be sent out of the classroom and the teacher will contact Mrs. Sabin and refer the student to her with the discipline referral form.

**Dismissal**

* Clean your work area and take all garbage to the trash can.
* Push your chair in and hang your headphone on the headphone hanger or computer screen.
* Wait for the teacher to dismiss you. The ring of the bell does not dismiss you.
* Always walk on the right side of the hall with your hands kept to yourself.
* Do NOT run when the teacher dismisses you!

**Academic Honesty/Helping**

Cheating is not tolerated under any circumstances. When someone asks for help from you with the assignment, you are not allowed to touch that persons assigned keyboard or mouse while you can give instructions to that person to follow. While cheating may result a 0 for that assignment, the teacher reserves the right to refer the students to disciplinary punishment. Consequences are listed in the student handbook for violating the cheating policy.

**When you are tardy:** Inform the teacher of your excuse and give the teacher your tardy pass. Go to your seat after you are given permission to do so. You will not be excused from any work you missed. Get the assignment from your teacher or classmate and finish it after school.

\*\*\*This syllabus may be changed or modified at any time to better fit the individual need of the students.

\*Please sign and date syllabus after you read it. If there are any questions or concerns, please contact me to discuss.

**Syllabus**

**7th Grade Technology Applications**

**RETURN this page to Mrs. Coban**

**Due 09/04/2015**

**Instructor:**  Mrs. Coban

**E-mail:** acoban@harmonytx.org

I have read the syllabus for Mrs. Coban’s 7th grade Technology Applications class. I am aware of the course description, grading policy, classroom expectations and discipline policy.

**Parent Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name/class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Contact Information:**

**Phone:** (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Emergency)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .