

# Digital Tools

Period 1  
MS Elective  
Divine Room 304  
PC Computer Lab

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## Course Description

This describes the middle school elective course, Computer Literacy. This is a 10 week course to provide to students the knowledge and ability to use computers and technology efficiently. Typically, course content includes exposure to word -processing, spre adsheet, and presentation applications, but also may include the various uses of computers and internet safety. Specific course content aligns with state standards to promote students' technological literacy.

## GOALS → Your Child Will \_\_\_\_\_

- Develop keyboarding skills for proficiency and rate.
- Use spreadsheets to create graphs in order to share data and information
- Learn online and social media safety protocols
- Create clear and interesting presentations

## Required Materials

A charged Chrome book to use everyday, something to write with, a folder to organize all class papers, and most importantly, a great attitude.

## Classroom Expectations

- TERRIER PRIDE RULES
  - Respect yourself, respect others, and respect property
  - Be on time
  - Be prepared for class
  - Pay attention to the presenter (signer)
  - Support everyone's learning
- TARDY -- If a student is late, a blue slip is required in order to be excused. If a blue slip is not provided, the student will be considered tardy. Three tardies or greater will result in disciplinary action.
- ABSENCES -- It is the student's responsibility to see me for missed information or assignment. The student is expected to make up missed assignments within a reasonable time frame as stated in the Student Handbook.
- ELECTRONIC DEVICES: Cell phones are not permitted for middle school students. Students will be asked to have cell phones off and away in their backpacks.
- GRADING POLICY: I grade on the point system. Students receive points for their assignments and projects. Being on time is an important life skill. Students are expected

to turn -in their assignments on the due date, for a full grade. Late assignments will be accepted if a student is absent (as described in the Student Handbook), or by pre - approved arrangement with me. For more information refer to the Student Handbook.

#### Extra Assistance

If a student feels that extra assistance is needed, please email me, leave a message via videophone, write a letter, or make an appointment to come see me. I am here to help!