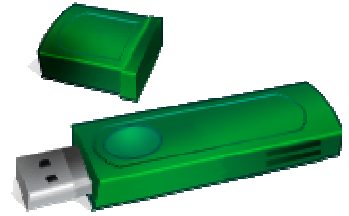




COMPUTERS 7A COURSE OUTLINE

Mrs. Baragar



WELCOME TO COMPUTERS 7A:

This course is compulsory for all grade 7 students at Crowther Memorial Junior High.

This course will be taught using Windows XP, the Microsoft Office 2003 suite and one of two Internet browsers. Assignments will be posted at <http://www.cmjhs.com/computers/>

Our system is networked, which means you will not require disks, however it may be to your benefit to purchase a jump drive or a flash drive. You will be issued a user name and password which you must use to log on to the network. It is important that you remember this username and password, otherwise you will not be able to use the computers. It is absolutely essential that you not tell anyone this information, the security of your documents is important.

YOU WILL NEED TO BRING A SET OF EARPHONES OR EARBUDS TO COMPUTER CLASS.

There are two modules around which the course and instruction will revolve. Both of these modules will be based on the curriculum for Information Processing strands of the CTS curriculum.

MODULE 1 – Computer operations and keyboarding – Using All The Right Type and Microsoft Word. (Typing skills are quick easy credits in High School, so we will be spending a good deal of time improving these skills.)

MODULE 2 – Productivity – We will use a variety of software, both network based and internet based to acquire productivity skills. These skills will be of benefit on resumes, in the work force, and in school.

Applications used in this course may include, but not be limited to:

- Internet Explorer
- MS Word
- MS PowerPoint
- Yahoo Geocities online web composition tool

Evaluation for each reporting period will be based on:

- ✓ Work habits and behaviour--**25%**
- ✓ Assignments, tests & quizzes--**75%**

Your mark at the end of the year will be an average of 4 reporting periods.

When you come to computers, you will be expected to:

1. Walk.
2. Arrive on time.
3. Until there is a teacher in the classroom, you will remain in the hallway.
4. Respect others in the class: students, teacher and guests.
5. Be polite, raise your hand before speaking.
6. Access only data housed in your own network file, or on the internet
7. Type your name on all assignments to be printed.
8. Leave food, drinks, candy, gum and other such items in your locker, outside the classroom
9. Avoid inappropriate sites on the Internet. If you are unsure, **ASK** me, if you arrive there by accident, exit, then **TELL** me.
10. If you are playing a game on the computer, it is because you have direct permission from your teacher to be doing so, and the game is housed on the Internet, not in your home directory.
11. Any music listened to is stored on external storage, not on the network.
12. Email use at school will be through your cmjhs.com email account.
13. If you receive email from someone you don't know, delete it immediately!

As per the Golden Hills School Division's Internet Use Agreement, you may not use chat lines or instant messenger clients of any form while at school. (This includes the chat lines contained on certain gaming websites, and "just chatting with your friends" or "just chatting with people you know" constitutes a violation of the GHSD #75 acceptable use policy.)

Have a great year, learn lots and enjoy your time with the computers.

Mrs. Baragar

