

Introduction to Computers 8th Grade

Instructional Technology Standards Addressed:

Standard 1. Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.

- 1.1 Identify and use basic features of computer operating system (e.g., format/initialize disks; access information on size and format of a file; create folders on local hard drive). (Gr. 5-8)
- 1.2 Save a file to the desktop, the hard drive, and external storage spaces (e.g., floppy disk, CD ROM, virtual electronic space).
- 1.3 Select a printer and print a document with appropriate page setup and orientation.
- 1.4 Operate peripheral equipment (e.g., scanner, digital camera, camcorder).
- 1.5 Identify and solve common hardware and software problems (e.g., frozen screen, disk error, printing problems).
- 1.6 Perform efficient keyboarding technique.
- 1.7 Identify and use editing and formatting features of a word processing program (e.g., centering, line spacing, margins, cut and paste, fonts, styles, spelling, page).

Standard 2. Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.

- 2.1 Explain classroom rules for responsible use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- 2.2 Explain ethical and legal behavior in copying files, applications, and media.
- 2.3 Explain potential problem of computer viruses and exercise caution in opening e-mail attachments from unknown sources.
- 2.4 Explain safe practices for sharing personal information via e-mail and the Internet.
- 2.6 Describe and demonstrate knowledge of the school's Acceptable Use Policy, and know the consequences of violating that policy.
- 2.2 Demonstrate a clear understanding of the school's Acceptable Use Policy.
- 2.4 Explain how to evaluate electronic sources of information.
- 2.5 Cite sources correctly.

Standard 3. Demonstrate ability to use technology for research, problem solving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

3.5 Communicate results of research and learning with others using the most appropriate tools (e.g., desktop published or word processed report, multimedia presentation).

General Description: Major topics in this course will include:

1. Identification of Computer Hardware and Terminology.
2. Proper Network File Management & Storage.
 - General Overview of the Windows XP Operating System.

- Definition and evolution of the *operating system* and comparison with other *operating systems*.
 - The metaphor of the *Desktop* and the Graphical User Interface (GUI).
 - Naming, saving and opening files (documents).
 - Functions of the left and right mouse buttons.
 - Global keyboard shortcuts.
3. Introduction to Microsoft Word 2007.
 4. Internet Use, Terminology and Protocols.
 - Use of Peer-to-Peer network systems like KaZaA.
 - Spyware.
 - Adware
 5. Basic Web Page Creation.
 6. Research/Project Development – TBA.
 7. Introduction to PowerPoint 2007, Publisher 2007.
 8. Introduction to Microsoft Excel 2007.

Expectations:

Being prepared for class is expected and it is the student's responsibility to have all assignments completed when due. Students will have a weekly list of the major assignments, tests/quizzes, and performance assessments. I will also be sending home grade reports approximately every four weeks that will list all grades to date. These reports will be required to be signed by at least one parent/guardian.

Absences:

Any time a student misses school it is the student's responsibility to contact the school to get any assignment that can be sent home. If an extended excused absence is anticipated please make arrangements with me in advance in order to complete any work that will be missed. Students will **NOT** be allowed to make up work because of unexcused absences. Please see the Student Handbook for more information. Students are expected to bring the following materials to class each day: 1. *Notebook/Portfolio, 2. Pen(s) & Pencil(s), 3. Homework/Project if assigned. **The notebook/Portfolio is a valuable assessment tool. It helps you to organize yourself and contains all assignments in which you will be evaluated. I would suggest a 2-3 inch 3 ring binder with approximately 5 dividers.

Portfolio Setup: The Portfolio will be evaluated upon the following checklist:

Organization-

- Portfolio suggested divisions: (Weekly Assignment Sheets on One Side with Notes, Handouts, and Classwork/Homework on the Other Side.
- No missing assignments, notes, handouts, etc.).
- **CD/DVD-**
 - Students will be expected to create a digital archive of their work in class.

Appearance-

- Name and class clearly labeled on outside and inside cover.
- Material not falling out, no nubs or torn material.
- Neatness- proper care and respect from cover to cover.

Course Grading:

<i>Area</i>	<i>Percent of Grade</i>
Classwork	70%
Homework	10%
Notebook/Portfolio	20%
Total	100%

Grading Example:

Classwork Ave. = $92 \times .70 = 64.40$ grade points

Homework = $68 \times .10 = 6.80$ grade points

Notebook = $96 \times .20 = 19.20$ grade points

Final Grade 90.40

- This elective course is a graded course...NOT pass/fail. It relies heavily on student production, collection and organization of their work (Classwork & Notebook accounting for 90% of their grade).

Suggested “Guides” to Purchase:

Microsoft *Windows XP* QUICK Source

Microsoft *Word 2007* QUICK Source

Microsoft PowerPoint 2007 QUICK Source

Microsoft Publisher 2007 QUICK Source

Microsoft Excel 2007 QUICK Source

Guides can be purchased here: www.resourcenetwork.com Contact **The ReSource Network** at (800)296-5750.

Contact Information:

If you have any questions I can be reached at (S) 413-458-9582 ext. 142. I may also be reached by Email at: mjpowers@mgrhs.org or [Michael J Powers@comcast.net](mailto:Michael_J_Powers@comcast.net)

Thank you,

Student Signature

Mr. Michael J. Powers

Parent Signature