Computer Science Syllabus
Mr. Mete

Course Descriptions:
Computer Science 6 introduces students to the fundamentals of proper keyboarding technique, in addition to basic computer vocabulary and safety practices.

Computer Science 7 further refines keyboarding skills from 6th grade and develops word processing skills.

Computer Science 8 exposes students to career education while incorporating computer applications to develop 21st century technology skills.

Course Objectives:
Computer Science 6: Students will be able to type at a rate of 20 words per minute with 90% accuracy.

Computer Science 7: Students will be able to type at a rate of 25 words per minute with 90% accuracy and demonstrate basic word processing skills.

Computer Science 8: Students will demonstrate proficiency with the Microsoft Office suite by completing a series of guided research projects focused on career education.

Daily Procedures:
1. Enter the computer lab quietly and sit in your seat. Place personal belongings under your computer station.
2. Please read the objective, open your digital notebook, and complete the warm-up which will be displayed on the front board. We will review the warm-up and daily objective before formal instruction begins.
3. All classwork will be completed digitally with the provided resources. Please do not print unless requested by the instructor. You are encouraged but not required to save work on a flash drive.
4. You will be given a *three (3) minute warning* so that you may begin to prepare for dismissal. Remember, the bell does not dismiss you, only the teacher. Dismissal will begin when the entire class has logged-off, all work stations are straightened, and everyone is seated quietly in their assigned seats.
5. If you are absent from class, it will be your responsibility to complete missed assignments within two (2) days of your return. Any previously assigned work due on the date of your absence will be due immediately upon your return.

Class Rules:
1. All rules/policies and procedures set forth by the Wicomico County Board of Education and Salisbury Middle School will be followed at all times. (See your agenda) This includes but is not limited to the "Telecommunications Technology Policy" in your agenda.
2. Students will work quietly in their assigned seat at all times unless specifically instructed otherwise.
3. Respect your classmates! Profanity and teasing will not be tolerated.
4. Take care of personal business outside of class!
5. Students are not to touch the monitor with any object including fingers, or handle any equipment improperly, including rearranging the workstation. Students are not to have any food, drink, or gum in the computer lab.

Grading:

Standard grading scale:	Course work will be counted as:	Late Work Policy:
A 90% - 100%	25% Participation & Digital Notebook	Assignments are due on their posted due date! Any assignment handed in one day late will be worth 50% of the earned grade. Assignments will not be accepted two or more days late!
B 80% - 89%	50% Classwork	
C 70% - 79%	25% Assessments	
D 60% - 69%		
E 0% - 59%		

All procedures, rules, and grading policies are subject to change.