

Rules, Topics, and Grading Procedures  
Computer Science  
Mr. Williams  
LHMS

**Rules:**

1. When I am instructing, there is absolute silence. Also, if I call on a student to speak, there is absolute silence.
2. Keep your hands on YOUR computer equipment.
3. Respect all computer equipment.
  - Any destruction of equipment will result in an “F” for the nine weeks.
4. Stay in your assigned seat at all times.
5. Be on-time for class.

**Topics:**

**6<sup>th</sup> Grade-** We will learn proper keyboarding techniques using typing software. We will also complete the “EverFi” internet safety program. Your grade (pass or fail) will be determined by class participation, proper keyboarding technique, as well as classroom conduct.

**7<sup>th</sup> Grade-** We will be learning Microsoft Word and Google Docs as well as acquiring knowledge of computer architecture. Class time will be allocated as follows:

- Computer Architecture (4 weeks)
- Microsoft Word 2016, Google Docs (14 weeks)
  - ✍ Grading: 2 exams and 2 projects

**8<sup>th</sup> Grade-** We will be learning computer architecture, Microsoft Word, Excel and PowerPoint. We will also be covering Google Docs, Sheets, and Slides. Class time will be allocated as follows:

- Computer Architecture (2 weeks)
- Microsoft Word 2016, Google Docs (2 weeks)
- Microsoft Excel 2016, Google Sheets (7 weeks)
- Microsoft PowerPoint 2016, Google Slides (7 weeks)
  - ✍ Grading: 2 exams and 3 projects

**8<sup>th</sup> Grade Adobe Photoshop & Adobe Premiere-** Students will learn about digital photography as well as modifying and producing a small video short. Project completion time may be utilized as WIN time. Your Honors Algebra class (etc.) has precedence over PhotoShop.

- Adobe Photoshop (18 weeks)
- Adobe Premiere (18 weeks)
  - ✍ Grading: 2 exams and several projects