**CMS 7th Grade Enrichment**

**Mr. Cowherd -** Room GA2/GA4

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Welcome to 7th grade enrichment! Enrichment will be based on various computer application topics. Students will utilize a variety of computer software and applications to complete projects that will develop skills necessary for their future education. Students will learn how to be responsible digital citizens in a growing digital world.

**Content**:

1. **Keyboarding**
   1. Introduction to touch typing
2. **Computer Applications**
   1. Word Processing
   2. Presentation tools
   3. Spreadsheets
   4. Survey tools
   5. Drawing tools
   6. E-mail
   7. Map tools/ Navigation
   8. File organization

**Rules/Expectations:** All students are expected to follow school rules and policies, in addition to classroom rules set by Mr. Cowherd. Classroom rules are set to insure a safe learning environment.

1. Students are expected to enter the classroom quietly and participate in activities.
2. Students are expected to interact with their peers and teachers in a respectful manner.
3. No inappropriate behaviors such as running, horseplay, throwing items, or bad language.
4. No touching of other’s personal property including lockers, projects, or computers.
5. Students are expected not to misuse any materials or equipment in the classroom.
6. Students are expected to refrain from using their cell phones and to keep them out of sight

First infraction = Warning

Second infraction = Phone call/email home

Third infraction = Referral/removal from classroom

**Grading:**

* 60% Activities, Projects, Labs
* 10% Assessments, Test/Quizzes
* 30% Participation, Attendance

**I have read the above guidelines and have a clear understanding of the policies and expectations for this class.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_