

**Penn's Grove School**  
**8th Grade Personal Computer Applications**  
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Welcome to 8<sup>th</sup> Grade Personal Computer Applications (PCA). This Syllabus will review:

- Materials and Resources
- Curriculum and Units
- Class Expectations and Attendance
- Grading

**Material and Resources**

The following material and resources are used for this class.

- Desktop PCs and School Issued IPAD
- Microsoft TEAMS
- EduTyping
- Microsoft OneDrive
- Microsoft Excel
- *The Shelly Cashman Series Collection, Microsoft 365 & Office 2021, 1e through Cengage*
- The teacher created assignments and videos.

**Curriculum**

**Typing**

*How do we effectively input information into a computer program using proper typing techniques?*

**Microsoft Excel**

*How is Microsoft Word utilized to create effective communication documents?*

**Units**

**Unit 1: Introduction to Excel (2.5 weeks)**

*This Unit will cover basic Excel Concepts, formatting and vocabulary*

**Unit 2: Formulas and Functions (3.5 weeks)**

*This Unit will focus on formulas in Excel*

**Unit 3: More advance Excel Concepts**

*This unit will introduce students to more advanced features of Excel*

## **Class Expectations and Procedures**

- Students should come to school and class with a Charged IPAD
- Students should line up outside the door at the beginning of class.
- After entering the room students should find their seat and log in to EduTyping or Cengage program.
  - EduTyping time is the optimal time to use the Restroom, however if students are still responsible for completing the EduTyping lessons.
- Students are expected to listen to the teacher and participate in class discussions.
- Students should use the time allotted to finish assignments in class. At the end of the class the teacher will let them know if they have time to finish the Assignment the next day. The Teacher will also provide a pacing guide for assignments that will take several days to complete.
- Students should respect other students in the class.
- Students should use Technology responsibly.

## **Grading**

- Formative Assignments (20% of grade)
  - Daily Assignments for practice, Cengage Practice Projects and Cengage Training Modules
- Performance Assignments (70% of grade)
  - Projects, Cengage End of Unit Projects and Cengage Exams
- Homework -EduTyping Assignments (10% of grade)
  - Graded based Completion.
  - Improvement or sustained Mastery.
- Late Assignments-See student handbook
  - Performance Assessments: All performance assessments such as essays, projects, etc., must be turned in on the due date. If a student turns in a performance assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the quarter to turn in Performance assessments.
    - Tests and quizzes will have no late penalties, but students must complete make up tests/quizzes by the end of the marking period.
  - Formative Assessments: Students must turn in all formative assessments on the due date for full credit. If a student turns a formative assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the unit/lesson/test. Once a new unit/lesson begins a student will receive a zero (0) on any assignments not turned in for the previous unit/lesson.

Please let me know if you have any questions.