



TORONTO
PREP
SCHOOL

Computers, Grade 7

Prerequisite:	None
Teacher:	Mr. Winson
Email:	gwinson@torontoprepschool.com
Textbook:	None
Extra-Help:	Every morning from 9:00 to 9:55 or by appointment in the afternoon
Wiki:	http://tpshome.wikispaces.com/Teachers+%26+Courses

Course Description

This course focuses on introducing students to foundational skills that involve computers and their application to society. Students will strengthen their application and knowledge in various areas such as keyboard typing skills, computer basics ranging from the use of software and the internet to data collection and data entry, editing and formatting reports, presentation basics, spreadsheet design, and other advanced topics (time permitting).

Topics of Study

History of Computers and Computers Technology in Society

- A brief history of the development of computers
- The influence of computers and technology in society

Computer Basics

- Software basics, manage files, editing basics, and internet basics and safety
- Readings in software and hardware, and how computers work
- Keyboarding Skills

Word Processing

- Edit and format short stories and reports, create and format tables
- Format letters and reports with a bibliography

Presentations on Computer Applications

- Presentation basics and PowerPoint
- Edit slides, add clip art or images to slides, add animation

Spreadsheets

- Excel spreadsheet basics
- Using simple formulas and entering functions

Advanced Topics

- Creating, colouring and animating objects
- Programming robotics
- Website designing
- Other topics of interest

Required Materials

While it is expected that you will bring your computer to every class, there will be situations where it is more appropriate to take notes using pen/pencil and paper. In addition, while I will try to keep physical handouts to a minimum, there still needs to be a place where they can be easily stored and retrieved.

- 3-ring binder with 5 separate sections
- Lined and blank paper
- Pens, pencils, an eraser, a calculator, and ruler

Assessment and Evaluation

This course will be broken down into several units and each of these units may include a quiz and will certainly conclude with a unit test. While these unit tests will make up a large portion of your course mark, there will also be a number of assignments, quizzes and projects.

This course will also feature a course-culminating task (CCT). The CCT will be in the form of a final project based on everything taught in the course.

Knowledge and Understanding – 25%

Thinking and Inquiry – 25%

Communication – 25%

Application – 25%

Course Work – 70% (Tests, assignments, quizzes, projects)

CCT – 30% (Final Project)

Course Information

In an effort to reduce our consumption of paper, many of the handouts for this course (other than this one) will only be distributed electronically. This class has a Wiki site that will contain important dates, class handouts, some class notes, and hopefully some student-generated content.

Classroom Procedures

1. *Respect each other.*
 - a. A classroom should be a place where everyone feels comfortable asking questions and expressing their views. Any failure to respect one another will result in a poorer classroom experience for everyone.
2. *Stay on top of the course material.*
 - a. In a semestered environment it is easy to fall behind very quickly. If you are away for any reason, it is recommended that you speak to either Mr. Winson or a classmate to determine what you have missed. It is also a good idea to always check the course Wiki.
3. *Do not miss important test dates or presentation dates.*
 - a. It is very difficult to accommodate multiple test dates and so every student should do everything possible to write tests or perform presentations on the assigned dates. If a test or presentation is missed, the student must bring a note from a parent or guardian stating the reason for the absence.
4. *Participation in the class is essential.*
 - a. Staying focused in the classroom is imperative. This, of course, means that music players, cell phones and portable gaming devices are not permitted in the classroom.
 - b. This also means that you should only be using your computers for tasks related to your learning. Abuse of this privilege will result in your computer being confiscated for the duration of the period.
 - c. Ask Questions! If there is something that you don't understand, ask a question to help clarify.
5. *Have fun.*
 - a. As much as this is a classroom and you are a student, this does not mean that you are not permitted to enjoy yourself. Ask lots of questions and try to find a way to let the material inspire your curiosities.

ACADEMIC DUE DATE POLICY

All assignments and projects will have a due date.

The due date is the **beginning** of the period for that given class. For example if a project is due for the period one class it must be submitted at 10:00 AM, if it is due for the period four class on a Wednesday, then it is due at 2:49 PM.

The due date represents the date in which the assignment/project is due. Students should submit the assignment/project to their subject teacher on the due date. If a student does not submit the task on the due date the subject teacher will contact the parents/guardian to notify them of the outstanding work that day. The subject teacher will not provide support after the due date has passed.

Late marks will be deducted on late assignments. This strategy is in keeping with the Ministry's policy document "Growing Success". Late projects/assignments will be assessed at a reduction of **5% per day** for the first two days and **10% per day** after that to a maximum of **50%**. Each project will be assessed for the 100% of its original value, and late marks will be clearly stated on the final evaluation. After 6 school days, a student will receive a zero. Students are strongly encouraged to still hand in late projects for assessment and written feedback. A Saturday Club inclusion will be made within the 6 days.

Projects/assignments turned into the teacher after they have been marked and returned to students, will not be awarded a grade if the project/assignment is one the teacher believes can be copied from peers (at teacher's discretion), however, written feedback on the assignment will be given. (For example: journals, reflection pieces, etc.)

Extension Request Form

There is a procedure for students to seek relief from a due date and extend a deadline without academic penalty. In extraordinary circumstances, ***extensions may be granted, if an Extension Request Form is filled out by the student and signed by a parent and approved by the teacher at least one day before the due date.*** It is up to the discretion of the teacher and the school administration whether or not to accept the Extension Request. A student may request an extension to the ***maximum of 2 times in each course and for no more than 3 days.*** After the allotted time has passed and the assignment has not been submitted then late marks will be assigned. Our policy recognizes that extenuating circumstances may legitimately prevent a student from meeting a due date. The Extension Request Form may be garnered from the principal or vice-principal.

Illness/Doctor's Notes

If a student is absent on the due date, a doctor's note (or parental note in case of a family emergency) must be provided to the subject teacher in order for the student to submit the assignment. The assignment must be submitted upon the ***first day*** the student returns.

Parental Communication

Parents will be contacted if the assignment/project is not submitted on the due date.

Email receipt of Assignments

Since weekend days will be included in the late policy, the submitted time and date will be based on the time that the assignment arrives in the teacher's email in-box.