



# 7th & 8th Grade Computer Applications



Kemper Academy  
2023-2024 Syllabus  
Hunter Calvert

## Course Description

Welcome to the start of a new school year! I am so excited to get this year started! We will be using a new book this year that I will upload each chapter onto their Microsoft Teams account! Don't worry—they will learn how to work this program! They will also learn Powerpoint, Excel, and again brush up on Microsoft Word the students will learn how to use all the elements of these programs and should be able to proficiently use them. We hope to provide a positive, fun and unique class experience that students will enjoy. We look forward to a successful year for all our students, parents, and teachers!



## Contact Me

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## Grading Policy

The grading categories are as follows:

- |                      |     |
|----------------------|-----|
| ● Homework/Classwork | 30% |
| ● Tests              | 50% |
| ● 9 Weeks Exam       | 20% |

The grading scale is as follows:

- |             |                   |
|-------------|-------------------|
| ● A: 90-100 | ● D: 60-69        |
| ● B: 80-89  | ● F: 59 and below |
| ● C: 70-79  |                   |

Late work: Students should always complete assignments on time, however, if a student turns in an assignment late a deduction of 10 points for each day late will take place until the third day.

## Supplies

- Chromebook
- Charger
- Spiral Notebook or binder w/paper
- Pencils

## Classroom Expectations

- Be on time and present.
- Be respectful.
- Be prepared.
- Be ready to participate.

## Programs

Microsoft Teams  
Powerpoint  
Excel  
Microsoft Word