

7<sup>th</sup>/8<sup>th</sup> Grade  
Personal Development / Computer Applications  
Syllabus

**TEACHER INFORMATION**

Name: Lynnlee N. Watts & Cheryl Masters  
Room: Computer Lab/Mrs. Masters classroom  
Phone: (859) 494-6430  
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**COURSE DESCRIPTION**

Personal Development is a course designed to teach students life lessons that go beyond the basics of reading, writing, and math. Personal Development will teach the students about drama, etiquette, cooking, True Love Waits, and time management. Incorporated with Personal Development this year will be Computer Applications. Students will learn keyboarding from a new Keyboarding textbook as well as create programs, posters, and flyers for our dessert theater in October, students will learn about PowerPoint, Microsoft Word, and some desktop publishing.

**MATERIALS NEEDED**

Keyboarding textbook (used ONLY in the classroom)

- USB Flash Drive
- 3-ring notebook with 10 divider tabs
- Loose-leaf paper
- Highlighter (any color)
- Pencils/Pens
- Notebook dictionary (hole-punched to keep in notebook)
- Notebook pencil case
- 1 ream of computer paper
- 1 can of compressed air

**COURSE OUTCOMES**

- Students will present mini-dramas or skits and put on a dessert theater in October.
- Students will be able to set a 5-piece place setting and use the proper utensils.
- Students will be able to prepare a 30 minute meal and serve it.
- Students will learn time management skills.
- Students will learn some basic Spanish.
- Students will learn home row keys for keyboarding and be able to type a formal and friendly letter.
- Students will be able to create a program in Microsoft Word.
- Students will be able to create a Power Point presentation.

## **COURSE SCHEDULE**

7<sup>th</sup> grade/8<sup>th</sup> grade students will be on an A day/B day schedule for this course. The course meets daily. On A days, 7<sup>th</sup> grade students go to Mrs. Watts and 8<sup>th</sup> grade students go to Mrs. Masters. On B days, 8<sup>th</sup> grade students go to Mrs. Watts and 7<sup>th</sup> grade students go to Mrs. Masters.

For special course work, this schedule will be altered per the teachers' discretion.

1<sup>st</sup> 9 weeks-Drama / Keyboarding and MS Office Packages for Programs, flyers, etc.

2<sup>nd</sup> 9 weeks- Spanish/Keyboarding and Creative Writing

3<sup>rd</sup> 9 weeks – Time management and True Love Waits/Creative Writing and Power Point

4<sup>th</sup> 9 weeks – Etiquette/Internet (recipes, menu planning, etc.), creating your own recipes

## **GRADING:**

92-100 A-Excellent

83-91 B-Above Average

74-82 C-Average

65-73 D-Below Average

0-64 F-Failing

I-Incomplete

## **COURSE POLICIES:**

All assignments are due on the due dates that they are assigned regardless of absences. Quizzes and Exams must be made up within 3 days of an excused absence or the grade will be recorded as a zero. It is the student's responsibility to contact his or her teacher to make up work. See OTHER INFORMATION.

## **LEARNING RESOURCES:**

Students will have access to the computer lab for both Computer Applications and Personal Development assignments. Students will have access to textbooks for certain units. Students will also have access to the downstairs kitchen for their cooking and etiquette units of study.

## **OTHER INFORMATION**

Because this is a project driven course, there is minimal written work. Grades are based upon participation and completing tasks thoroughly, completely, and on time. Late work will either have substantial points deducted or not be accepted at all. Students will have written work, including quizzes and exams, for Keyboarding and for Spanish Unit.

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

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

Contact Number for parent/guardian: \_\_\_\_\_

Email for Parent/guardian: \_\_\_\_\_