

# Syllabus

## 6<sup>th</sup> Grade Computer Tech 2011-2012

**Mrs. Avery** (gavery@greenville.k12.sc.us)

### I. Learning and Development Goals

Students in the Computer Tech class will be able to identify the parts of the computer, use correct terminology related to the computer, have a working knowledge of Microsoft Word and Microsoft Excel, use PowerPoint as a means of presenting information, use a digital camera successfully, use a scanner to include photographs into documents, and search on-line properly for required information.

### II. Units of Instruction

**Computer Tech** (This is a one semester class. It will be repeated for the second semester.)

#### 1<sup>st</sup> Nine Weeks

Parts of a computer  
Computer Terminology  
Microsoft Word  
Excel

#### 2<sup>nd</sup> Nine Weeks

PowerPoint  
Publisher  
Digital Camera & Scanner  
Internet

#### Textbook

No textbook is available for this course. Resources used include:  
Computers Simplified by IDG Books  
Office 2000 for Busy People  
Computer Activities Through the Year by Teacher Created Materials  
Computers Don't Byte by Teacher Created Materials

### III. Instructional Materials and Resources

The following materials and resources will be needed to meet the goals for my classes for the 2011-2012 school year:

Dry Erase Markers  
Transparencies  
Pocket Folders  
CD-R's

Visa Vise pens  
Colored Paper  
Dell Computers  
Jewel Cases

Pencils  
White Printer Paper  
MS Office Software  
Kyocera Laser Printers

Students are required to have in class daily the following: pocket folder, notebook paper, pencil and/or pens.

## IV. Major Assessments

Students will have 8 vocabulary quizzes during the first nine weeks. A test will be given on the parts of the computer and the history of computers. Projects will be assigned and completed during class.

### Grading Procedures

	<u>1<sup>st</sup> Nine Weeks</u>	<u>2<sup>nd</sup> Nine Weeks</u>
<b>Minor Assessments</b> (Classwork assignments) (Homework) (Vocabulary quizzes)	50% of average	50% of average
<b>Major Assessments</b> (Special Projects) (Tests)	50% of average	50% of average
	<u>Semester Average</u>	
	1 <sup>st</sup> Nine Weeks	50%
	2 <sup>nd</sup> Nine Weeks	50%

*\* Grade allocations are mandatory per superintendent's directive.*

## V. Student Records

The following procedures will be used to record student progress:

1. Grade Book –All work is recorded in pencil in the teacher's grade book. Columns are labeled and dated to indicate each grade. These grades are then transferred to an electronic grading program, to apply the weighted percentages and calculate the grades.
2. Progress Reports – Mid-term progress reports are sent each grading period. Other grade reports are sent as necessary to keep parents informed of their child's progress.
3. Report Cards – Report cards are sent out at the end of each nine-week grading period.
4. Other Reports – Teacher/student conferences, phone calls, notes home, emails, and teacher/parent conferences will be utilized as necessary.

## VI. Rules for student behavior

1. Follow directions
2. Bring all necessary materials
3. No gum, food, or drinks allowed
4. No playing computer games without permission
5. Internet will be accessed only with teacher permission and supervision.
6. Students must check and report computer or keyboard cover problems upon entering the class.
7. Students must follow the Grade Level Policies of Homework and Schoolwork Recovery.

*All other school rules as outlined in the student handbook apply.*

## 8. Consequences for violating class and school rules

- 1<sup>st</sup> offense – Verbal warning
- 2<sup>nd</sup> offense – Phone call to parents
- 3<sup>rd</sup> offense – Teacher detention
- 4<sup>th</sup> offense – Disciplinary referral

***\*\*The Internet may be used only with teacher permission and supervision. Unauthorized use will result in an automatic referral to the office. \*\****

## 9. Procedures for non-instructional routines

1. Instructions will be given at the beginning of class daily.
2. Computers will be accessed after instructions have been given.
3. Sharpen pencils at the beginning of class or after initial instruction.
4. Progress on assignments will be monitored daily.
5. Friday will be used as a catch-up day. All assignments for the week must be turned in by the end of class on Friday.
6. Attendance will be checked daily.
7. Students must have a pass from the teacher to leave class.
8. The school tardy policy will be followed.
9. During fire drills, tornado drills, earthquake drills, or bomb threats, students will leave the classroom in an orderly manner. All appropriate procedures will be followed (as outlined in the handbook).
10. Computers and work areas are left neat and clean.

## **IX. Presentation of rules and procedures**

All procedures, rules, and consequences will be reviewed with students the first week of school. Letters will be sent home for parents and students to read, discuss, sign, and return the designated portion. These will be filed and kept in the classroom. Rules and procedures are posted and reviewed as necessary.

## **X. Communicating with parents**

Parents of students will be contacted several times during the school year. Parents will receive:

1. A copy of the classroom rules and procedures
2. Mid-nine week progress reports
3. Nine week report cards
4. Test grades sent home for signature
5. Returned student work
6. Telephone calls or emails concerning work or behavior, when needed
7. Positive notes and/or calls
8. Frequent classroom newsletters or email updates
9. Parent and teacher conferences
10. Notification of a significant drop in average.

All long-range plans are flexible and may change due to student progress. The best interest of the student is kept at the center of the plans at all times. Topics of study may take more or less time than expected based on the abilities of the students and levels of progression.

## **XI. Course Objectives**

The student will be able to:

- Know the parts of the computer and use the terms correctly
- Use Microsoft Word to create a document
- Use Microsoft Word to create a table
- Use Excel to create a spreadsheet
- Use PowerPoint to create a slide presentation
- Search for and locate information on-line
- Use Microsoft Publisher to create documents
- Use multitasking for certain types of reports

## XII. Computer Tech Course Syllabus

### 1<sup>st</sup> semester (August 2011 – January 2012)

<u>Week</u>	<u>Dates</u>	<u>Topic discussed</u>
1	8/17-8/19	Introduction of rules and procedures Explore Microsoft Word & Parts of Computer Introduce Letter Writing
2	8/22-8/26	Vocabulary Quiz on Friday History of Computers Introduce MS Word Features Computer Portfolio (Acrostic Poems)
3	8/29-9/02	Vocabulary Quiz on Friday Computer Portfolio (Secrets, Haiku Poems)
	<b>9/05</b>	<b>Labor Day Holiday</b>
4	9/6-9/09	Vocabulary Quiz on Friday History of Computers Test Computer Portfolio (Tables in MS Word)
5	9/12-9/16	Vocabulary Quiz on Friday Introduce MS Publisher – Business Cards Complete Portfolios
	<b>9/19</b>	<b>Interim Progress Reports</b>
6	9/19-9/23	Vocabulary Quiz on Friday MS Publisher (Brochures) RMS Guide
7	09/26-09/30	Vocabulary Quiz on Friday Introduce spreadsheets using MS Excel (Skittles, Fall Treats)
8	10/03-0/07	Vocabulary Quiz on Friday Multitasking-MS Word/Excel (Word Searches)
	<b>10/13, 14</b>	<b>Teacher Workdays</b>
9	10/10-10/12	Vocabulary Quiz on Friday Advanced MS Excel Activities (Billy's Bowling, \$Million Dollar\$ Activity)

<p><b>MAPS</b> Testing Window 09/06 – 09/30</p>
---

10	10/17-10/21	Introduce PowerPoint Explore examples & begin creating presentation
11	10/24-10/28	Continue PowerPoint "All About Me" Presentation
12	<b>10/31</b> 10/31-11/04	<b>Report Cards</b> Continue "All About Me" PowerPoint Introduce Scanning & Digital Cameras Scan & Take Photos for PP Presentation
13	11/07-11/11	Rehearse Timings, Transitions, Sounds Create Jewel Case Covers for CD's Complete PP Presentations
14	11/14-11/18	Class PP Presentations
	<b>11/23 – 25</b>	<b>Thanksgiving Holiday</b>
15	11/21-11/22	Introduce online procedures Guided search for information online (USA Today, Weather.com, White House.gov)
16	<b>11/28</b> 11/28-12/02	<b>Interim Progress Reports</b> Continue guided search online Text wrapping, downloading pictures, creating reports. (Seaworld.org, National Parks)
17	12/05-12/09	Conclude online study & searches for information
18	12/12 – 12/16	Holiday Memories Letter
19	<b>12/19 – 12/30</b> 01/02 – 01/06	<b>Winter Break</b> MS Publisher/Voice Thread/Photo Story 3 Blogging/Podcasting
20	01/09 – 01/12 <b>01/12</b> <b>01/13</b> <b>01/16</b>	Complete Projects <b>End of 1<sup>st</sup> Semester Related Arts</b> <b>Teacher Workday</b> <b>MLK Holiday</b>

***This syllabus is subject to change.***

## XII. Computer Tech Course Syllabus

### 2nd semester (January – June 2012)

<u>Week</u>	<u>Dates</u>	<u>Topic discussed</u>	
1	01/16 01/19 01/17-01/20	<b>MLK Holiday</b> <b>Report Cards</b> Introduction of rules and procedures Explore Microsoft Word & Parts of computer Introduce Letter Writing	
2	1/23 -1/27	Vocabulary Quiz on Friday History of computers Introduce MS Word Features Computer Portfolio (Acrostic Poems)	
3	1/30 - 2/03	Vocabulary Quiz on Friday Computer Portfolio (Secrets, Haiku Poems)	
4	2/06 - 2/10	Vocabulary Quiz on Friday History of Computers Test Computer Portfolio (Tables in MS Word)	
5	<b>2/15</b> 2/13 - 2/17	<b>Interim Progress Reports</b> Vocabulary Quiz on Friday Introduce MS Publisher - Business Cards Complete Portfolios	
6	<b>2/20</b> 2/21 – 2/24	<b>President's Day Holiday</b> Vocabulary Quiz on Friday MS Publisher (Brochures) RMS Guide	<b>MAPS</b> Testing Window 03/01 – 03/28
7	2/27 – 3/02	Vocabulary Quiz on Friday Introduce spreadsheets using Microsoft Excel (Skittles, Fall Treats)	
8	<b>3/09</b> 3/05 - 3/09	<b>Makeup Day #1</b> Vocabulary Quiz on Friday Multitasking – MS Word/Excel (Word Searches)	
9	<b>3/12</b> 3/12 – 03/16	<b>Makeup Day #2</b> Vocabulary Quiz Advanced MS Excel Activities (Billy's Bowling, \$Million Dollar\$ Activity)	<b>PASS</b> Writing 03/20- 03/21

10	3/19 – 3/23	Introduce PowerPoint Explore examples & begin creating presentations Begin creating presentations "All About Me"
11	<b>3/27</b> 3/26 – 3/30	<b>Report Cards</b> Continue PowerPoint "All About Me" Presentation
	<b>4/02 – 4/06</b> <b>3/09</b>	<b>Spring Break</b> <b>Makeup Day #2</b>
12	4/10 – 4/13	Continue "All About Me" PowerPoint Introduce Scanning & Digital Cameras Scan & Take Photos for PP Presentation
13	4/16 - 4/20	Rehearse Timings, Transitions, Sounds Create Jewel Case Covers for CD's Complete PP Presentations
14	4/23 – 4/27	Class PP Presentations Introduce online procedures Guided search for information online (USA Today, etc.)
15	<b>4/30</b> 4/30 – 5/04	<b>Interim Progress Reports</b> Continue guided search online (Weather.com, White House.gov)
16	5/07 – 5/11	Introduce text wrapping, downloading pictures, create reports (Seaworld.org, National Parks)
17	5/14 – 5/18	Conclude online search for information Summer Memories Letters MS Publisher/Voice Thread/Photo Story
18	<b>5/28</b> 5 /29 – 6/01 <b>5/29</b> <b>5/30 – 06/01</b>	<b>Memorial Day Holiday</b> Last Day Schools for Students <b>Semester Exams Begin (Full Day)</b> <b>½ Day Semester Exams Begin</b>
	<b>6/05</b>	<b>Report Cards (Teacher Workday)</b>

<p><b><u>PASS</u></b> <b><u>Testing</u></b> 05/07 – 05/11</p>
---

**This syllabus is subject to change.**

**\* Order of Makeup Days In Accordance with District Calendar \***