

Syllabus
Computer Tech
Course Codes: 5100, 5008, 5009, 5270
Grade 6

Contact information:

Mrs. Ginger Avery

Email: gavery@greenville.k12.sc.us

Telephone: 864/395-7922

Classroom #D155

Planning: 10:32 – 11:22

I. Learning and Development Goals

Students in Computer will master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of keystroking. Emphasis is placed on development of speed and accuracy, proper techniques, and correct fingering.

Students will also 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 scanner to include photographs/documents into documents, and search online properly for required information.

II. Units of Instruction

Computer Tech (This is a one semester class.)

1st Nine Weeks – Learn keyboard using touch method, Parts of the computer, Computer Terminology

2nd Nine Weeks –Microsoft Word, Excel, PowerPoint, Publisher 2010

Textbook & Software

Century 21 (8th Edition) Computer Keyboarding & MicroType 6

III. Grading Procedures

	<u>1st Nine Weeks</u>	<u>2nd Nine Weeks</u>
<u>Major Assessments</u> (50%)		
Posture & Technique } Speed & Accuracy } Tests Projects	50%	50%
<u>Minor Assessments</u> (50%)		
Weekly Vocabulary Quizzes } Program Completion } Classwork Assignments }	50%	50%

Semester Average

1st Nine Weeks 50%

2nd Nine Weeks 50%

Semester Exam (major grade 2nd quarter)

** Grade allocations are mandatory per district policy.*

IV. Attendance Policy

South Carolina Law requires the regular attendance of all pupils. Greenville County Schools has adopted uniform rules to assure that students attend school regularly. (See Student Handbook for details.)

V. Makeup/Missed Work Policy:

In an effort to provide every opportunity for students to succeed, Riverside Middle School has created a Makeup Work Policy. According to the policy, students will be given the opportunity to make up work to get a maximum grade of 80%. Students are expected to make up the work during the scheduled Flex Time for their grade level. In order to allow the teacher adequate time to assess the work, the assignment must be turned in five school days before the end of the current grading period. No work will be accepted for credit after the end of the grading period.

Students with excused absences, in accordance with district policy, must make up work at the earliest time and will be given up to five days to do so. It is the responsibility of the student to arrange a time to make up the work at the teacher's convenience. Students must get a pass in their agenda to come before or after school. To enter the school early, students must have a pass in their agenda signed by the teacher, so please ask for a pass if necessary.

VI. Classroom Expectations:

Students are expected to adhere to both the District and Riverside Middle School Standards for Student Conduct. Consequences for violating policies will follow the Four-Step Discipline Plan:

1. Verbal Warning
2. Verbal warning/Parent Contact
3. Teacher Consequence (before or after school detection)
4. Referral

IV. Computer Tech Syllabus

Week 1 - 6:	Introduction of Rules and Procedures Explore MicroType 4.2 Lessons #1-20: Learning the Alphabetic Keyboard using the touch typing method. Lesson #1-20
Week 7 – 10:	Lessons Numeric #1-16: Learning the Numbers & Symbols Graded Timed Writings – One Minute
Week 10 – 19:	Microsoft Word, Excel, PowerPoint, Publisher 2010 Online Research & Citations Graded Timed Writings - Three Minute
Week 20:	Semester Exams

This syllabus is subject to change