

Syllabus Elementary Computer

TEACHER INFORMATION

Name: Lynnlee N. Watts
Room: Computer Lab
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Planning Period: 6th hour

COURSE DESCRIPTION

Elementary Computer is a fun ½ hour class for 4th – 6th grade students. We meet once per week and learn about keyboarding, Microsoft Word & PowerPoint, and about basic computer skills. Students use typing games to learn typing skills and to learn how to use new software. Students have access to the Internet to learn about the World Wide Web in addition to learning new computer skills. All students have their own user name, password, and an individual assigned folder on the server to save their work. We also collect information for 4th grade Kentucky Notebooks, 5th grade Insect Collections, and 6th grade Pioneer projects or other projects as need.

MATERIALS NEEDED

USB Flash Drive
3-ring notebook with 5 divider tabs
Loose-leaf paper
Pencils/Pens
Notebook dictionary (hole-punched to keep in notebook)
Notebook pencil case

COURSE OUTCOMES

Students will have learn basic keyboarding skills and will be able to use Microsoft Office Word and PowerPoint in basic methods. Students will understand how to log on to a network with their own user name and password and how to save their work to the server. Students will be comfortable with opening and learning new software packages.

Students will have a working understanding of and be able to copy and paste pictures from the web to Microsoft Word documents or save the pictures for use later. Students will learn how to open web pages and navigate to other pages from each web site.

Students will be ready for Keyboarding and Computer Applications when moving up to 7th and 8th grades.

COURSE SCHEDULE

5th grade students meet Monday-first 30 minutes of 7th hour
4th grade students meet Tuesday-first 30 minutes of 7th hour
6th grade students meet Wednesday – first 30 minutes of 7th hour

Students will begin computer classes 8/31 and end computer classes on 5/5.

GRADING:

- E – Excellent
- S – Satisfactory
- U – Unsatisfactory

COURSE POLICIES:

Students must follow all computer lab rules or will be returned to their classroom teacher. There is no homework or written exams. Grades are based on participation.

LEARNING RESOURCES:

We will use the computer lab for our work. There is no textbook for this course. Students will need a flash drive and a notebook dictionary.

Student Signature: _____

Parent/Guardian Signature: _____

Contact Number for parent/guardian: _____

Email for Parent/guardian: _____