

**Bob Miller Middle School
2400 Cozy Hill Circle
Henderson, NV 89052**

**Course Expectations
Joanna Boyd
Computer Literacy 6th Grade
2008-2009**

I. COURSE SCOPE AND GOALS:

This is an eighteen week course designed to familiarize sixth grade students with computer terminology, keyboarding, the history of computers, and the use of the computer as a tool. Students will experience hands-on instruction in keyboarding, word processing, spreadsheet, database management, and multi-media presentations. Other aspects of the computer field that will be explored are computer ethics and computer-related career opportunities. This required course will meet the computer literacy requirement for high school graduation.

Course Goals

1. To become proficient with proper keyboarding skills.
2. To model ergonomic practices while using a computer.
3. To know and be able to apply common computer terminology.
4. To identify the major components of a computer system.
5. To develop basic skills in word processing.
6. To develop basic skills in spreadsheet applications.
7. To develop basic skills in database applications.
8. To develop basic skills in multi-media presentations and telecommunications.
9. To practice and model acceptable security, legal, and ethical issues as outlined in the Clark County School District's Acceptable Use Policy.
10. To practice and demonstrate safe use of the Internet.
11. To investigate computer-related career opportunities.

II. PREREQUISITES (if applicable)

Sixth grade standing

III. PRE-ASSESSMENTS

Each student will take a pre-assessment to determine skill deficiencies and strengths in alignment with the prescribed syllabus.

IV. POST-ASSESSMENTS

Each student will take a course final exam upon completion of the semester in alignment with the prescribed syllabus.

V. PERFORMANCE OUTCOMES

Upon completion of this course, the student will:

- I. Utilize a keyboard

2. Become proficient in Touch Typing.
3. Define vocabulary words related to computers.
4. Identify system components.
5. Describe the processing cycle.
6. Identify influential people in the history of computer development.
7. Identify important technological advances in computer development.
8. Identify different ways in which computers directly affect his/her own daily life.
9. Recognize copyright issues.
10. Identify and describe the issues involved in the illegal copying of software.
11. Demonstrate proper Netiquette and use of networked resources.
12. Describe the basic functions of a word processing program and explain how word processing might be used in everyday life.
13. Organize, find, save, and print documents.
14. Create a document using correct formatting.
15. Edit a word processing document.
16. Apply proper desktop publishing techniques in creating documents.
17. Define and describe the basic functions of a database program and explain how it may be used in everyday life.
18. Create and enter information into a database document.
19. Sort, search, and generate reports using a database program.
20. Define and describe the basic functions of a spreadsheet program and explain how it may be used in everyday life.
21. Create and enter information into a spreadsheet document.
22. Send and receive e-mail.
23. Attach created documents and download attachments sent by others.
24. Will utilize a search engine to find information on the World Wide Web.

VI. CAREER OBJECTIVES

Upon completion of this course, the student will:

1. Identify computer-related career opportunities. 11.1

VII. COURSE TOPICS AND SEQUENCE

<u>Lessons</u>	<u>Time in Weeks</u>
Keyboarding- 1.1 -1.9	7
Components/History -3.1 -3.3, 4.1 -4.3	1
Word Processing –5.1 -5.10	4
Database- 7.1- 7.5	2
Spreadsheets- 6.1 –6.4	1
Telecommunications- 8.1 -8.5	1
Internet Safety 10.1-10.5	1
Ergonomic Practices 2.1-2.3	
PowerPoint	1

VIII. COURSE ACTIVITIES

- A. **Testing:** The teacher will administer tests and quizzes throughout the course of study to determine the individual student's development as well as the effectiveness of the teaching strategies/methodologies employed.
- *Quizzes will be administered upon completion of each section.
 - *Unit/Chapter tests will be administered at the end of each unit of study.
 - *Semester exams will be administered at the conclusion of the semester.
- B. **Assignments:** Students will have assignments on Monday through Friday. Sufficient class time will be provided for instruction, support, and completion of these daily assignments.
- C. **Make-up Work:** Teachers shall provide an opportunity for a student to make up missed work due to any absence. Students shall be held accountable for the work {CCSD 5113.7}. After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete makeup work.
- D. **Extra Credit:** Extra credit opportunities will be provided throughout the semester, at the teacher's discretion.
- E. **Enrichment:** The teacher will provide enrichment materials for the exceptional student above and below grade level.
- F. **Homework Policy:** The teacher may periodically give assignments to be completed outside of the Computer Lab. These assignments will be due the following class period, unless otherwise instructed.

Late Work: All daily, short, and long-ranged assignments are due the following day or on the date identified by the teacher. If a student is absent on the day an assignment is due, the completed assignment is

due the day the student returns to school. **If an assignment is turned in after its due date, the grade will be penalized 10% for every day it is late.** Assignments will only be accepted up to **five** days following the due date, unless alternative arrangements have been made with the teacher. **Long-range projects are due on the assigned date. Teachers only need to accept them late if a student was absent on the due date.**

G. Across the Curriculum Activities:

1. Writing Process-- Students will put into practice writing techniques which they have developed in their English class with an emphasis on computer vocabulary and appropriate oral and written usage. The teacher will include writing assignments and essay questions on assessments.
2. Technology--Students will use digital cameras, a camcorder, and a scanner in conjunction with Power Point software for projects.
3. Learning/Reading Strategies-- Students will have reinforcement of skills and concepts throughout the semester with completion of daily class assignments and assessments.
4. Problem-solving Strategies-- Students will use a variety of problem solving strategies throughout the course, such as concepts related to sequence and logic, order of operations, and math computation skills through the creation and use of spreadsheets and other course software.
5. Binder--Students will be required to keep a section in their binder for class lecture notes, course vocabulary, course handouts, and any other items required by the teacher. All binder items will be used for completion of daily assignments and preparation for course assessment. Binders will be periodically reviewed for content completeness.

IX. TEXTBOOK

- A. No course textbook will be issued. Daily assignments and materials will be utilized for instruction.

X. EVALUATION

- A. Student grades will be earned through:
1. Semester Exams -20%
 2. Test/Quizzes -20%
 3. Class work Assignments -50%
 4. Participation- 10% -includes punctuality and attendance
 5. Extra Credit -included in Assignments
 6. Make Up -included in Assignments

- B. Letter grades represent the following:
- A= 90 -100% Excellent
 - B= 80 -89% Above average
 - C= 70- 79% Average
 - D= 60 -69% Below average
 - F= 59% Failing
- C. Grade reports will be issued as follows:
1. Grades will be posted weekly in the room, by student number.
 2. Grade day reports will be given four times a year, midway through each nine week reporting period.
 3. Quarter grades will be given on a report card four times a year at the end of each nine week reporting period.
 4. Semester grades will be given twice during the year at eighteen week intervals. Semester grades will be a combination of a semester exam grade and grades for the two quarters.

XI. BEHAVIORAL EXPECTATIONS

1. Citizenship Grades -Citizenship grades will be based on a student's ability to follow classroom procedures. Students are expected to:
 - Come to class prepared and ready to learn.
 - Show respect to others and the learning environment at all times.
 - No gum, candy, or beverages allowed.

2. Classroom Procedures
 - Come into class quietly and sit down.
 - Daily objectives and assignments written in planners.
 - Be ready to begin work when the bell rings.
 - Stay on task until teacher dismisses you.

3. Classroom Consequences -If rules are violated, the following steps will occur:
 - Verbal Warning and Citation
 - Conference with student
 - After school detention and parent notification
 - Counselor's referral
 - Dean's referral

Citizenship grades are as follows:

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Infractions of these expectations may result in the lowering of a student's citizenship grade. Citations will be issued for infractions. At the third citation, citizenship grades will be lowered to an "S". Unsatisfactory grades "U" will be issued at the seventh (7th) citation. Cheating and physical fighting will result in an automatic "U" for the nine week period in which the event occurred.

Infractions that are severe in nature may result in an immediate referral to the Dean's office.

**BOB MILLER MIDDLE SCHOOL
Course Expectation Signature Page**

Teacher: Mrs. Boyd
Subject: 6th Grade Computer Literacy
Academic Level: Developmental

Please sign and return this page indicating you have reviewed a copy of the Course Goals and Expectations for the identified class.

Print Name (STUDENT)

Student Signature

Date

Parent/Guardian Signature

Date

To be completed by teacher:

Date returned to school