

Syllabus for Mrs. Keogh
Computer
Grade Six

Contact Information

School: 323-461-3651

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Course Description

Students learn the fundamentals of computer technology. The focus of the course is on computer terminology, computer hardware, computer software, typing, and Internet research skills. Students will apply their knowledge of computers to all other subject areas such as English, literature, science, mathematics, art, physical education and social studies. Students will have exposure to Microsoft Word, Excel, Publisher, and PowerPoint.

Requirements: There are no texts for this class. Please note, however, that students must be prepared for class with a computer folder, paper, blue/black pens, pencils, and an eraser.

Benchmarks and Goals

- Students will use basic vocabulary related to the use of technology (e.g. mouse, keyboard, monitor, toolbar, menu, window, folder, icon, spreadsheet, word processor, document etc...)
- Students will be able to identify the components of a computer (hardware).
- Students will be able to demonstrate start up and shut down procedures.
- Students will understand ergonomics and the importance of proper posture, position of hands and feet, and position of fingers on the keyboard.
- Students will be able to operate the keyboard and mouse and follow instructions for a given task in a variety of software.
- Students will be able to use the keyboard effectively and improve their overall typing ability, accuracy, and speed to approximately 25 words per minute.
- Students will be able to retrieve and save information, edit information, and print.
- Students will be able to troubleshoot and manage their own documents and files.
- Students will understand and follow all procedures related to the social, ethical and human issues in the use of computer technology. This includes: respect for other students and the equipment, Internet safety, appropriate behavior, and following instructions.
- Students will understand the purpose of the Acceptable Use Agreement/Policy and “netiquette.”
- Students will use word processing to create letters and other documents.
- Students will learn to cut and paste words, pictures, and clip art.
- Students will conduct research on the Internet and present oral presentations and computer-generated projects to convey their information.