5th Grade Computer Literacy

Course Syllabus

Mrs. Golden
BUSINESS & COMPUTER
SCIENCE TEACHER

Course Description & Standards

Students will see a new look to the Business and Computer Science program at Thomas County Upper Elementary this year. You will be exposed to a variety of technological experiences with the goal of understanding how to apply current technology skills to real world problems.

To begin our nine week adventure, we will start with an overview of basic tech-skills. We will learn the basics of logging into a network, setting up folders, saving files, Internet Safety, and much more. We will also learn about computer parts and maintenance, peripherals, basic terms, and correct keyboarding technique. In addition, we will build a knowledge base of computer applications such as Microsoft Word, Excel, and PowerPoint along with discussions about careers and entrepreneurship in the 21st century.

Some of the Standards Covered in this Course:

- MSBCS-BCSI-1—Students will identify computer system components.

- MSBCS-BCI-2—Students will identify and demonstrate computer maintenance and safety.

- MSBCS-BCI-4—Students will develop keyboarding skills by touch with speed and accuracy.

- MSBCS-BCI-5—Students will discuss Internet safety and security issues.

- MSBCS-BCI-6—Students will utilize the Internet as a resource.

- MSBCS-BCI-8—Students will utilize word processing software.

- MSBCS-BCI-9—Students will develop and apply basic spreadsheet skills.

- MSBCS-BCI-12—Students will acquire basic knowledge and skills of multimedia/presentation software.

GRADING POLICY:

Projects/Tests/Quizzes	**60%**
Daily Work	**40%**
TOTAL	**100%**

GRADING SCALE:

A	**90-100**
B	**80-89**
C	**70-79**
F	**0-69**

SPECIAL POINTS OF INTEREST:

- *My email address is: dgolden@rose.net*

- *My planning period: 9:30-10:00 & 12:45-1:30 on Monday, Tuesday, & Friday; 9:30-10:00 & 1:00-1:30 on Wednesday & Thursday*

- *My website is: http://www.thomas.k12.ga.us/olc/teacher.aspx?s=2*

- *Please call the front office to schedule a conference at (229) 225-4394*

- *I am available after school when scheduled in advance.*

Classroom Management

1. Work **hard** and try to go **beyond** teacher **expectation**.

2. **Listen** carefully and follow directions.

3. Use **time wisely**.

4. Have **great respect** for others and property. Follow the "Golden Rule.".

5. Cell phones, mp3 players, tablets, or other mobile devices should only be out when your teacher has given permission.

6. Do not change any computer settings unless instructed to do so.

7. Food, drinks (including water bottles), gum, candy, hairbrushes, and makeup should remain in your bookbag at all times. These items are not allowed in the computer lab.

8. Only print when instructed to do so.