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Room: **MS-03 (MS Computer Lab)**   **E-mail:** **mfauceglia@sharpsville.k12.pa.us**

Course Description

The sixth grade Computer Skills course is a survey class that provides foundation skills to enable students to effectively, efficiently, and responsibly utilize technology and information sources. The curriculum emphasizes 21st Century skills to communicate, problem-solve, and collaborate in an ever-complex global society. This course is organized in 4 units:

Unit 1: Internet Safety and Digital Citizenship
- Students will advocate and practice safe, legal, and responsible use of information and technology.
    - online safety
    - recognizing online marketing ploys
    - protecting private information, including protecting passwords
    - managing online relationships
    - dealing with cyberbullying
- Students will explain the Internet and its common uses (Communication, Information, and Advertising).
- Students will utilize the Internet effectively.
    - searching the Internet using a topic and keyword search
    - authenticating online information

Unit 2: Digital Communication Tools or DigiTools.
- Students will learn some of the history of DigiTools (a collection of computer devices, input technologies, and software tools that help us communicate with each other) and how DigiTools are changing the way we live, work, and play.
- Students will learn the various parts of the computer and how the <u>Windows</u> operating system manages both hardware devices and software tools.
- Students will learn to find and manage data using computers.
- Students will become responsible users of information who recognize the importance of using all resources and technology in a legal and ethical way.
- Finally, in this unit, students will use the basic features of <u>Microsoft Word</u>, <u>Microsoft PowerPoint</u>, <u>Windows Explorer</u>, and <u>Internet Explorer</u>.

Unit 2: Keyboarding
- Throughout the six weeks, student will practice proper keying techniques to input data by using the letter keys, number keys, and symbol keys.
- Students will also work in teams and use the Internet to find information as they complete some of the activities.

Unit 3: Computer Applications
- Students will use <u>Microsoft</u> <u>PowerPoint</u> to create basic slides and <u>Microsoft Word</u> to create documents that are attractive and easy to read. Skills that they will use in all of their classes.
- They will learn to enhance slides and documents with design templates, clip art, graphics created using the Drawing toolbar, and sound.

Textbook: <u>**Century 21 Jr. Input Technologies and Computer Applications**</u>**.**

Pennsylvania Standards and National Educational Technology Standards (NETS).

Sixth Grade Computer Technology Skills is a 9-week course aimed at helping students acquire the knowledge and skills needed to meet the following Pennsylvania Standards and National Educational Technology Standards (NETS).

PA Standard: 3.7.7

C. Explain and demonstrate basic computer operations and concepts.

- Demonstrate age-appropriate keyboarding skills and techniques (to improve accuracy, speed, and general efficiency in computer operation).

D. Apply computer software to solve specific problems.

- Identify and solve basic software problems relevant to specific software applications.
- Demonstrate a basic knowledge of desktop publishing applications.

NETS

1. Creativity and Innovation
   Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
5. Digital Citizenship
   Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Classroom Policies

Late to Class:

- Students are expected to be in their seats and ready to work when the tardy bell rings.

Leaving the Room:

- Students may not leave the room after class has begun, unless it is an emergency and they
  ask permission to leave.

Classroom Citizenship:

In Sixth Grade Technology students are expected to do the following:

- behave in a responsible, courteous manner while they are in my class,

  ° When class begins or I am demonstrating, each student should be in his or her seat and
    paying attention.

  ° Each student should raise his or her hand to ask questions or to move around the room.

- respect our classroom, equipment, and materials,

  ° Each student will be assigned a computer. All computers will be checked at the end of each
    period. **If vandalism occurs to a computer, the student who is assigned that computer
    will be responsible. <u>No candy or food is allowed in the lab.</u>**

- stay on task (NO GAMES) and work independently or as part of a team as the task dictates,

- show respect for other students' property and personal space,

- complete all work in class.

Grading: A student's grade will be based on the cumulative number of points for daily computer work and projects during the grading period.

Remember, a computer class requires students to use the computers in class. Detention will be assigned to those students who refuse to work in class.

Late Work:

- Work is due on the date assigned unless the student is absent.
- As per the school handbook, students who have been absent will be given one day for each day that they were absent to make up the work.
- Students who are not absent will lose points for every day that the work is late.

If parents or guardians have any questions or concerns, they can contact me by e-mail or phone. The best time to reach me is between 3:00 and 3:30 each day.

I'm excited about the opportunity to get to know the sixth graders, and I'm looking forward to a enjoyable and productive six weeks with them.

Dear Parent/Guardian,

Please sign below to indicate that you have read these policies and procedures with your child and send this box back to school with him or her tomorrow. *It is worth 10 points*.   Thank you! ☺

_____

 Student

_____

Parent/Guardian

Date_____