

Twin Falls School District

Exploratory ~ Computers

Grade 6



Course Description:

This course will provide the opportunity for students to learn how to operate the computer keyboard with speed and accuracy, will learn the history of computers, how a computer works, the importance of computers within society, and how you can be successful using a computer. Students will learn the basics of word processing, desktop publishing, power point, internet research, and beginning keyboarding skills.

Instructional Philosophy: In order to be successful in learning keyboarding and computer applications students must actively participate in all assignments! The purpose of Pathways ~ Computers is to give students keyboarding and computer skills that will serve them throughout their school years, in their personal lives, and in their careers. The software for this class is only available on the school network, thus it is important that students complete daily work during the allotted class time. In the event a class is missed it is the responsibility of the student to make up that assignment – this may require make-up time before school or during lunch. Students are required to follow the TFSD student computer use agreement.

Power Standards:

1. KEYBOARDING
2. ELECTRONIC PRESENTATIONS – POWERPOINT
3. DESKTOP PUBLISHING
4. INTERNET RESEARCH AND ONLINE SAFETY

Major Course Projects and Assignments:

MicroType Software is a keyboarding program that consists of a tutorial, reinforcement activities, educational games, and a word processor. All of these components are combined in one comprehensive package that will help your students master the basic keyboarding skills.

- 1) KEYBOARDING SKILLS
 - a) Complete daily keyboarding excises
 - b) Complete two Skills Timed Analysis Timed Tests
- 2) ELECTRONIC PRESENTATIONS - POWERPOINT
 - a) Presentation planning
 - b) Create text slides
 - c) Insert art and drawing objects
 - d) Special effect, timings, and printing
- 3) DESKTOP PUBLISHING
 - a) Create Menu
 - b) Create a Slogan and Logo
 - c) Create Letterhead
 - d) Create Business Card
- 4) INTERNET RESEARCH AND ONLINE SAFETY

- a) Complete worksheets
- b) Complete online activities

Grading Scale:

TENTATIVE GRADING PLAN: The grading will follow the school standard.

GRADE SCALE	DESCRIPTION OF LEVELS OF PROFICIENCY
A 90-100%	Complete, superior work. Student has a mastery of the subject.
B 80-89%	Most required work done, above average quality. Student is operating at a high level of proficiency.
C 70-79%	Work consistent with average of group. Student understands the basic concepts of the subject.
D 60-69%	Barely covers the minimum daily assignment. Student masters only the bare minimum.
F < 60%	Careless, partial, insufficient, and indifferent work. Knowledge of subject very meager. Student failing to meet the standards expected of him/her.

Components of the Grade:

Daily assignments are 30%, weekly timings are 30% and tests 40%.

Opportunities for Extra Help:

Students may make arrangement to come in before of after school to get extra help or make up missed class time.

Grading Rubrics:

Point basis from table of contents in student portfolio as noted on rubric.

X _____
Student Signature

X _____
Parent Signature