# 5th Grade Class Syllabus

# Middle School Computer 2011-2012

# Ms. Kelleher

**EXTRA HELP –** Middle School Computer Lab

(3:00 PM TO 3:30 PM – Monday through Thursday)

**TEXTBOOK**: No book required

**Objective:** The goal in computer class is to have students develop and practice the computer skills required to complete their assignments throughout their other classes. Each student in the 5th grade will take computer class for an entire semester. Wesleyan uses Microsoft Office Products; Word, PowerPoint, Excel, In addition, we will explore Windows 7, One Note and the Internet Tools. Each student will practice the new functions or skills on projects and class activities assigned during class.

Students will develop their keyboarding skills while keeping a balance between their speed and accuracy scores. Their goal is to reach 20 WPM with 90% accuracy. They will complete their practice with the keys covered using “the skins”. We use a variety of keyboarding programs to provide the practice as they learn the location of each key.

**Evaluation:** The Final Grade will be **E**xcellent, **S**atisfactory, **N**eeds Improvement, or **U**nsatisfactory. The work in computer class will be evaluated for the semester in the following way:

* Class Activities 10%
* Projects 15%
* Keyboard Tests (graded on accuracy not the speed) 30%
* Quizzes 15%
* Tests 30%

**Homework:** All projects and assignments will be completed during class. If students are absent they can make up their work during the typing time in the beginning of the class when they return to class or during extra help time.

**Class Assignments:** Students are required to complete projects that provide practice for the basic functions presented during class. There will be individual projects as well as group projects. The content of the projects are developed based on instructional material previously taught in other classes.

**All students will follow Netiquette rules as specified in the Wesleyan Acceptable Use Policy. Reminder: No computer games are to be played during school, and no students should change the settings on any Wesleyan tablet.**