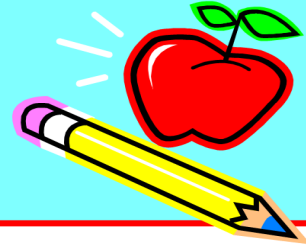


## 5th Grade Computer Skills Mr. St. Jean



### Class Procedures

#### Beginning of class

1. Please enter the classroom quietly.
2. Arrive at your assigned seat and arrange your workspace.
3. Begin your Keyboarding Assignment immediately - it will always be on the white board.



#### During class

*Demonstration:* All new letters will be introduced with a demonstration.

*Work Time:* Work from the beginning of the period until the end. Most of our keying time will be done with the monitors turned off.

*TESTING:* During tests students will not be allowed to look at their keys, use the backspace, or use their mouse.

*Work Quietly:* All students will need to concentrate especially when new letters are introduced, therefore the class will be quiet at all times.

#### End of class

1. The teacher will notify students two minutes before the end of class.
2. Students will save their work and close all open applications (**last class of the day will clean up the work space and turn off the monitors**).
3. Sit quietly until the instructor dismisses you. (**Students should never wait at the door**).

#### Attendance

1. All students will be assigned a buddy. If a person is absent then his or her buddy will fill out an absent form and collect any papers handed out in class. Everything will be stapled together and turned in to the **ABSENT** bin.
2. Upon returning to class after being absent, pick up your work from the previous day in the **ABSENT** bin. Your work will be marked with your name and all necessary paperwork will be included. Make arrangements to stay after school on **Wednesday** to complete missing work. If there are any questions, see me.
3. All missed tests must be made up within a week (No Exceptions).



## Student Expectations

- ☞ Respect other students, the teacher and the technology.
- ☞ Bring student agenda every day-it is your ticket to leave the classroom.
- ☞ Follow the District's Acceptable Use Policy (student handbook).
- ☞ Enter the classroom quietly.
- ☞ Put a sincere effort into this class, and you will pass.



## Parent Expectations

- ☐ Please provide your **e-mail address** for communication purposes, write it on the parent signature sheet.
- ☐ Please sign the attached sheet and return to Mr. St. Jean.
- ☐ Please allow students time to practice their keyboarding skills. These skills are very important for their success in this class, as well as later in their careers.

## 5<sup>th</sup> Grade Course Overview

- ☞ Each day we will focus on keyboarding skills. Proper techniques is stressed and will be practice while students are keying. In addition this class is an introductory class to the basic Microsoft Office applications.
- ☞ Students will learn proper keyboarding technique which includes eye positioning, hand and finger positioning, body posture, and new key introduction. The alphabetical, space bar and enter keys, as well punctuation keys, will be introduced. This class will provide students with the fundamental input skills needed to provide them with a solid foundation for all further use of the computer. In addition, students will learn about Internet Safety, develop editing skills, and create a PowerPoint about themselves.
- ☞ It is important that you follow the rules and hand in assignments on time to allow enough time to complete all of the assignments.

## Grading Procedure

60% Tests and Projects

30% Observation of Keyboarding Technique and class work

10% Homework

