

Computer Fundamental Class

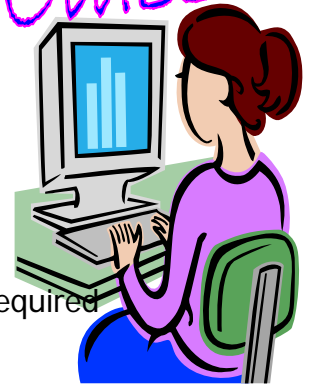
Syllabus

Instructor: Ms. Lowery

Class location: Room #31

Conference period: 11:30– 12:00, M, T, Th, F, appointment required

School telephone: 000.000.0000 (Main Office)



Course Description

Computer Foundations course is designed to prepare Kinder- 5th Grade students with the computer fundamentals that will enhance their educational experience and equip them with the know-how to successfully compete in the higher education sector. Emphasis is placed on the correct typing technique, appropriate uses of basic computer software applications, and proper computer care & acceptable use policy.

The Conceptual Framework for Computer Foundation is based on the Texas Essential Knowledge §126.3. Technology Applications, Grades K-2 and 3-5. The provisions of this §126.3 adopted to be effective September 1, 1998, 22 TexReg 5203.

Knowledge Base

According to the Houston ISD 2008-2009 Vertical Alignment Matrix represents a list of the grade level objectives for a specific course. The Technology Applications Pre Kindergarten – Grade 5 Vertical Alignment has four Stands; Foundation, Information Acquisition, Solving Problems, and Communication which is as follows:

- The student demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.
- The student uses data input skill appropriate to the task.
- The student complies with laws and examines the issues regarding the use of technology in society.
- The student uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.
- The student acquires electronic information in a variety of formats, with appropriate supervision.
- The student uses appropriate computer-based productivity tool to create and modify solution to problems.
- The student uses research skills and electronic communication with appropriate supervision to create new knowledge.
- The student uses technology application to facilitate evaluation of work, both process and product.
- The student formats digital information for appropriate and effective communication.
- The student delivers the product electronically in a variety of media, with appropriate supervision.

- The student uses technology applications to facilitate evaluation of communication , both process and product

Cited: http://dept.houstonisd.org/curriculum/CLEAR/VAM0809/EdTech_VAMPK_5.pdf, 08/09/08

Grading Policy

***Note:** The student class conduct and the manner in which they utilize the classroom technology equipment will impact their grade in this class.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 60

Semester Content Outline

| | Kinder | 1 st Grade | 2 nd Grade | 3 rd Grade | 4 th Grade | 5 th Grade |
|----------------------------|--|--|--|--|--|--|
| 1 st Nine Weeks | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Intro to Keyboards | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Intro to Keyboards | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Visual Mapping Basic ⌚ Word Processing Basic | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Word Processing ⌚ Spreadsheets | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Keyboarding ⌚ Visual Mapping ⌚ Computer Navigation | <ul style="list-style-type: none"> ⌚ Computer Basic ⌚ Computer Navigation ⌚ Word Processing ⌚ Spreadsheets |
| 2 nd Nine Weeks | <ul style="list-style-type: none"> ⌚ Intro to Keyboards ⌚ Beginning Graphics | <ul style="list-style-type: none"> ⌚ Intro to Keyboards | <ul style="list-style-type: none"> ⌚ Word Processing Basic ⌚ Visual Mapping Basic ⌚ Computer Navigation | <ul style="list-style-type: none"> ⌚ Word Processing ⌚ Database Basic ⌚ Keyboarding | <ul style="list-style-type: none"> ⌚ Spreadsheets ⌚ Word Processing | <ul style="list-style-type: none"> ⌚ Spreadsheets ⌚ Email Basic ⌚ Presentation Basic |
| 3 rd Nine Weeks | <ul style="list-style-type: none"> ⌚ Beginning Graphics ⌚ Visual Mapping Basic | <ul style="list-style-type: none"> ⌚ Intro to Keyboards ⌚ Beginning Graphics ⌚ Visual Mapping Basic | <ul style="list-style-type: none"> ⌚ Computer Navigation ⌚ Spreadsheet Basics | <ul style="list-style-type: none"> ⌚ Computer Navigation ⌚ Spreadsheets ⌚ Word Processing ⌚ Spreadsheets | <ul style="list-style-type: none"> ⌚ Graphing ⌚ Email Basics ⌚ Presentation Basic | <ul style="list-style-type: none"> ⌚ Presentation Basic ⌚ Web Basics ⌚ Database Search |
| 4 th Nine Weeks | <ul style="list-style-type: none"> ⌚ Visual Mapping Basic ⌚ Class Review | <ul style="list-style-type: none"> ⌚ Word Processing Basic ⌚ Class Review | <ul style="list-style-type: none"> ⌚ Web Browsing Basics ⌚ Class Review | <ul style="list-style-type: none"> ⌚ Spreadsheets ⌚ Web Browsing ⌚ Multimedia Projects | <ul style="list-style-type: none"> ⌚ Web Browsing ⌚ Make-Up & Review ⌚ Multimedia Projects | <ul style="list-style-type: none"> ⌚ Database Search ⌚ Make-Up & Review ⌚ Multimedia Projects |

Required Materials, (only 3rd, 4th, & 5th Grades)

1- Folder

1- USB /Jump Drive