

Subsidiary Course Agreement / Semester Syllabus

- **Course:** Exploring Computers 6th - 8th **Number:** 4403
- **Subject Teacher:** Steve Antti **Ph:** 858-627-7486
- **Student:** _____ **Grade:** _____

Description of Course: Elective designed to assist 6th, 7th and 8th graders meet the computer literacy requirement. Exploring Computers 6th-8th covers the basics of computers, including ethics, vocabulary, hardware, and software. Word processing, database. Spreadsheets, draw and paint tools, and multimedia will be emphasized. Telecommunications (i.e. Internet and electronic mail) will be another component of the class. A hands-on, project based approach will be utilized. Throughout each semester students will have multiple opportunities to explore and practice *California Content Standards* in English Language Arts/Technology such as: keyboarding, creating electronic documents, organizing text, formatting, designing and publishing, conducting information searches, integrating data bases and graphics, plus delivering multimedia presentations,

Directions:

Submit course work to your supervising teacher on or before the monthly due date. After assessing for attendance credit, the supervising teacher will pass your work to the subject teacher for academic evaluation.

Semester Content, Monthly Topics, and/or Chapters:

Month 1 Units 1-3: Computer Usage, Ethics, Basics

Complete: Section 3.3, projects 2,3,4. Section 3.4, projects 1,2,4. Section 3.5, project 1. Section 3.6 projects 1,2,4.

Month 2 Units 4-5: Word Processing, Desktop Publishing

Complete: Section 4.2, projects 3. Section 4.4 projects 1,2. Section 4.5 projects 1, 2. Section 5.1 projects 1,2. Section 5.2 projects 1. Section 5.3 projects 1,2. Section 6.1 projects 1,2. Section 6.2 projects 1,2. Section 6.3 project 2. Section 6.6 projects 1. Section 7.1 projects 1,2. Section 7.2 projects 1,2,3. Section 7.3 projects 1,2,3.

Month 3 Unit 6: Presentations

Complete: Section 8.1 projects 1,2,3,4. Section 8.2 projects 1,2. Section 8.3 projects 1, 2,4. Section 9.1 projects 1,2,3,4. Section 9.3 projects 1,2 3. .

Month 4 Unit 7: Spreadsheet

Complete: Section 10.1 projects 1,2,3. Section 10.2 projects 1,2,4. Section 10.3 project 1.

Month 5 Units 8: Database

Complete: Section 11.1 projects 1,2,3. Section 11.2 projects 1,2,3,4. .

Objectives & Methods of Study:

1. Read the **assigned units** and do the section projects.
2. Attach your section projects to a cover sheet and submit to supervising teacher.
3. **Alternative projects** may be discussed with subject teacher in advance of each month.

All of your projects may be used for any of your other subject areas. I would highly recommend attending the various technology classes offered throughout the year to help with your technology skills.

Resources:

Computer Connecting Projects and Applications: Glencoe McGraw-Hill, 2004
Multi-media lab
Computer Workshops and Handouts
Mt Everest Web Page <http://www.sandi.net/mteverest>

Due Dates:

See page two of Master Agreement or newsletter.

Evaluation criteria and methods:

Attendance credit for each month and all assignments will be based on submission of monthly work by due dates listed on assignment agreement. Work submitted after the due date cannot earn full credit. Academic grades will be based on the quality and quantity of work submitted on time according to directions and expectations above. In keeping with San Diego City Schools procedure #4705 the following grades will be used

- "A" grade = Consistently superior quality work.
- "B" grade = High quality or above average work.
- "C" grade = Satisfactory or average work quality.
- "D" grade = Low quality or quantity student work.
- "F" grade = Failure, credit not granted.
- "I" grade = Incomplete course work (insufficient quantity or quality).
- "NC" = No credit.

Supervising Teacher: _____ Date: _____

Subject Teacher: _____ Date: _____

• **ESLRS (Expected School-wide Learning Results):**

Communicate effectively through reading, writing, listening and speaking.
Think and solve problems independently and critically.
Demonstrate the confidence, resilience, and self-esteem to succeed in life.
Use resources, including technology, to locate needed information.
Demonstrate good citizenship and personal integrity.

Exploring Computers

Cover Sheet and Rubric

Name: _____ Due Date: _____

Turn in **all textbook section projects** attached to this cover sheet. All assigned work is expected to be complete, accurate, and neat. Each attached project should be labeled with name, subject, date and page number. Please answer the three questions below.

1. Circle one:

Month 1

Month 2

Month 3

Month 4

Month 5

2. Number of section projects (from text) attached: _____

3. Monthly My Big Campus (online) projects were:

Circle one:

Fully completed and submitted online

Partially completed and submitted online

Not completed

_____/ 40
_____/ 60

Total _____ / 100