

SCHOOL OF SCIENCE AND TECHNOLOGY-CORPUS CHRISTI

4th Graders Computer Lab Syllabus 2010-2011



Instructor: Cindy Gorski







Room: Computer Lab.

Office Hours: By appointment

e-mail: cgorski@ssttx.org

Phone Contact:



| | | Units | We will learn... |
|--------------------------|---|-----------------|--|
| 1 st semester |  | Computer Basics | Definition of Computer Parts of the computer Log on/off Open/Close a file/program |
| |  | Keyboarding | Learn the place of the letters and numbers on keyboard Proper typing position Applying typing rules(Typing master) |
| |  | Drawing | Paintbrush, The color palette The eraser The shape tools and The fill Tool The Spray Can/ Airbrush Tool |
| 2 nd semester |  | Word Processing | Key text and numbers Arrow, enter, space bar keys Typing small and capital letters Formatting text Adding/formatting picture Tables |
| |  | Presentation | Basics of preparing presentation Visual design Projects |
| |  | Spread Sheet | Definition of cell, cell address, worksheet, etc. Formatting cells Basic calculations Graphs |



Procedure and Grading

Some assignments and software usage will be graded.

Assignments.....:60%
Software usage.....:30%
Participation.....:10%

If students can't complete it on time, s/he can use computer lab during the after school time. But s/he needs to inform me before s/he come. (Because there will be some after school programs in the computer lab, I need to check its availability).

NOTE: We have firewall to block the inappropriate websites, so students always have limited access to internet.

Computer Laboratory Rules:

To have an enjoyable time in computer laboratory class and to reach the highest level of education in the class, every student must obey the classroom rules given below:

- Follow directions first time given
- Be in your assigned seat when the bell rings.
- Don't log-in computers before the teacher allow you to use.
- Don't touch the screen because it may be broken down easily, use only mouse and keyboard.
- Come to class without any materials. (No backpacks, no paper, no pen)
- Any type of directions must be done first time given. This will make class efficient.
- Be respectful as you are respected.
- No talking or leaving your desk unless given permission.
- Checking, sending and receiving e-mail is forbidden in the school.
- No internet unless the teacher lets you.
- The bell doesn't dismiss you. Only the teacher does.

Late assignment policy:

Most of the assignments will be done during the lesson hours. It is evaluated after the due date. So, student has to complete his/her work on time. For homework, if student does not complete it **on time**, s/he will lose %5 of that assignment's grade for each day.

Due Date: 8/22/2010

Student's Name:

Grade/Section :

Dear Parents,

Please sign that you have read and understood the 2010 – 2011 education year syllabus for Mr. Cindy Gorski`s Computer course.

Parent's Name :.....

Parent's e-mail:

Parent's Signature: **Date:**

Survey for Parents (Optional):

1- Does your child have a computer at home? Yes No

2- Does your child have Internet access at home? Yes No

Comments (If Any):

RETURN THIS PAGE TO Ms.GORSKI NO LATER THAN Sunday August 28 2011