

Brandywine Heights Area School District
200 West Weis Street, Topton, PA

6th Grade Computers

Overview:

This course is designed to introduce 6th grade students to the computer. First and foremost, students will receive proper keyboarding instruction using the school's software program. Students will then complete various word processing, desktop publishing, spreadsheet, and presentation projects using school software. They will learn how to navigate through the Internet and utilize search engines to find necessary information. Students will also learn how to use the school's digital camera and incorporate images into their projects. This is just a tentative syllabus; the topics covered during the year may change at any time.

Textbook(s) and other resources used:

Students will complete all work on a computer in the school's computer lab. There is no textbook for this course.

Outline of Content:

Computer class is a semester course which meets three times out of the six-day cycle. When students have class, this is what will be covered:

First & Third Quarter:

- Students will learn and practice proper keyboarding techniques.
- Students will complete word processing and desktop publishing projects using school software.
- Students will learn to use the school's digital camera and will incorporate images in to their projects.
- Students will receive instruction on Internet safety, how to use the Internet, and complete various projects.

Second & Fourth Quarter:

- Students will continue to learn and practice proper keyboarding techniques.
- Students will complete spreadsheet and presentation projects using school software.
- Students will continue to use the school's digital camera and incorporate images in to their projects.
- Students will continue using the Internet to complete various projects.

Grading Policy/Procedure/Framework:

The grade is based on the school district's grading policy.