



PINE VALLEY MIDDLE SCHOOL

2009 - 2010

COMPUTERS & KEYBOARDING



Instructor: **Mrs. Nair**

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Dear Parents and Students,

Welcome to the new school year! The first wheel rotation program for your child is Computer Keyboarding Class. Please review class guidelines, course objectives and goals.

COURSE GOAL

Students will learn and practice basic keyboarding, computer and network skills. The class will follow the San Ramon Valley Unified School District technology standards for Grade 6.

COURSE OBJECTIVES

1. Students will develop keyboarding skills (District Goal: 20 w.p.m. with 90% accuracy).
2. Students will have the opportunity to master many SRVUSD District Technology goals.

COMPUTER LAB USE

Students must follow all District and Pine Valley Technology Use Rules. Students are expected to act in an orderly and courteous manner. Any behavior that interrupts instruction or another student's opportunity to learn is not acceptable. Students who do not meet the class behavior expectations will receive consequences that may include: litter pickups, detention, parent conference, suspension of equipment usage, and/or an Office Referral.

CLASSROOM EXPECTATIONS

1. Respect yourself and others.
2. Respect our equipment and facilities.
3. Use good common sense.
4. Follow all school rules.
5. Come to class prepared and willing to learn.

TARDY POLICY

Students must be in class and seated before our class bell rings.

1st tardy = Warning

2nd tardy = Litter pick-up

3rd tardy = Litter pick-up and parent/guardian notification

4th tardy = Office referral

FEE

A one-time donation of **\$20.00** helps to support the wheel program and benefit all 6th graders. This money will be used by the elective department for 6th grade wheel supplies and upgrading programs.

GRADING

Grades are Pass or No Pass (pass cutoff is 60%). Grades will be based on following criteria:

Participation, Projects, Assignments: 50%

Effort & Behavior Exhibited in Class: 50%

Please log on to School Loop to check grades online (<http://pvms.schoolloop.com>). Grades will be updated weekly.

Most keyboarding assignments are completed in class, however students must bring their BINDER REMINDER to class for recording important deadlines. Students will complete several projects that may include digital art, story writing and illustration, slide presentation and basics of animation.

I look forward to an exciting and rewarding year.

Sincerely,
Mrs. Nair

