

Sanborn Regional School District
Middle School Course Syllabus
2006-2007

Course Title: Computers-Keyboarding	Grade: 6		
Instructors: Mrs. Coffey	Course Length: 1 Quarter		
<p>Course Description: This course is designed for students to increase their speed and accuracy on the computer. Proper keyboarding techniques are taught. By the end of the course the student will be able to secure the correct hand position, know the location of the letters and type with increased accuracy and speed. In addition, they will be able to enhance their documents appearance with headers, borders, drop caps, columns, numbering, clip art, word art, symbols. and customized bullets.</p>			
<p>Text/Major Resources: Sunburst Learning Keyboarding Simulation Century 21, Keyboarding, Formatting and Document Processing</p>			
<p>Essential Questions:</p> <ul style="list-style-type: none"> ▪ How can knowing how to keyboard accurately enhance your ability to perform better in your class work. ▪ How do you see yourself keyboarding 10 years from now. 			
<p style="text-align: center;"><u>Instructional Practices</u></p> <ul style="list-style-type: none"> ✓ Collins Writing Program ✓ Differentiated Instruction ✓ Critical Skills Program: Education By Design ✓ Essential Questions ✓ 	<p style="text-align: center;"><u>Assessment Strategies</u></p> <ul style="list-style-type: none"> ✓ Student Collins Writing Portfolio ✓ NWEA Map Goal Area Assessments and End of course tests ✓ NECAP ✓ Common assessments within grade level disciplines ✓ 		
<p>SRMS Mission and Expectations</p> <p>The faculty and staff of the Sanborn Regional Middle School have a commitment to recognize and nurture each student's abilities within the context of the educational setting. Through reflection, reinforcement and challenge we anchor within the student a sense of his/her ability, success, and dignity.</p> <p>We believe this goal is best served when a holistic approach is used.</p>			
<p><u>Students</u> Recognize student ability Nurture student ability Help students recognize their strengths and needs Help students recognize their success Help students behave with dignity</p>	<p><u>Classroom Lessons and Activities</u> Ask students to reflect on their learning Create experiences that reinforce skills Offer opportunities for students to be challenged</p>	<p><u>Classroom Climate</u> Create a safe classroom climate Develop clear and coherent expectations Provide a consistent system for expectations, behavior, and assessment</p>	<p><u>Communications</u> Develop partnerships with community Develop partnerships with parents</p>
<p>GRADEQUICK: Parents and students may access grades and course information on EDLINE: https://www.edline.net/index.page All student grades are updated every two weeks.</p>			