

Dear Parent or Guardian of a Fifth Grade Student:

In compliance with the “WI Information & Technology Literacy Standards,” your son/daughter is currently enrolled in a class entitled “Multimedia 5.” This class will meet for forty minutes, once a week, the entire length of the school year. During our meeting times we will address the following topics/units:

**Syllabus**

- Keyboarding: Basic Skills=2 ½ to 3 quarters
- Computer Basics, Trouble Shooting & Word Processing
- Remainder of the School Year-4<sup>th</sup> quarter, as time permits:
- Internet and E-Mail Practices-Safety
- Copyright Policies
- Presentation Programs-Power Point Presentation

**Grades will be based on the following criteria:**

- Performance-keyboard timings, quizzes, etc.
- Projects-recipe, thank you letter, column brochure/pamphlet, Spring card, Power Point-jokes
- Observations-techniques, ability to follow directions and questioning
- Attitude/Cooperation-each quarter

As with any other class, students are responsible for making up any work they miss. Please have your son/daughter return the bottom of this sheet with your signature. If I can be of assistance to you do not hesitate to contact me at school between 8:00 AM-3:00 PM. My phone number is 483-9823/2507 @ Ext. 1169. I am also available in one of the libraries during the K-8 Parent/Teacher Conferences.

Sincerely,  
Diane L. Finster  
Educational Media Specialist

.....  
My son/daughter and I have reviewed the course syllabus for “Multimedia 5.”

Student Signature \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## COMPUTER VOCABULARY

Arrow Keys=

Caps Lock Key=

Home Row Keys=

Insertion Point=

Word Wrap=

Tab=

Shift Key=

Space Bar=

Return/enter Key=

Scrolling=

## COMMON COMPUTER PROBLEMS/QUESTIONS

### **Computer Care:**

Monitors=clean with a damp cloth, do not spray, do not touch,  
magnets are a no, no

Keyboards=wipe keys off occasionally w/damp cloth, turn over and  
tap. Unplug computer before doing this. DO NOT EAT, DRINK NOR  
SMOKE around a computer. Warm, humid climates are no-noes

Mouse=clean periodically with a damp cloth,

### **Troubleshooting:**

Freezing, computer won't start, accessing hard drive, accessing applications,  
save vs. save as, make new folders, downloading, computer dictionaries,  
power points, changing the font and size of print, removing a virus, changing  
the desktop/wallpaper, deleting unused programs, backing up data, installing  
updates, defragging your hard drive, pop-ups, static electricity and magnets.



### Spring Greeting Card Rubric

<b>Greeting Card</b>	<b>Excellent-15 pts.</b>	<b>Acceptable-10 pts.</b>	<b>Poor-5 pts.</b>
Front	Proper heading Nicely centered	Proper Heading Placement is ok	Proper Heading Poor placement
Inside-Middle	Appropriate-proper greeting Nicely centered	Somewhat appropriate greeting Placement is ok	Inappropriate greeting Placement is poor
Back	Creator's name Nicely centered	Creator's name Placement is ok	Creator's name Placement is poor
Inside Photo	Clear Nicely sized	Somewhat clear Size is ok	Fuzzy photo Size is too big or too small
Neatness/Visual Appeal	Very neat Not crowded Neatly folded-edges even	One or two blemishes Minimal crowding	Erasures, smudges Crowded Uneven folding

Total Number of Points: \_\_\_\_\_

Instructor Comments:

