

COMPUTER APPS WITH MS. MAC

2019–2020 COMPUTER APPLICATIONS IN BUSINESS 1

6TH GRADE SYLLABUS

MRS. MCCARTNEY

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This Computer Applications course gives students an opportunity to explore and utilize the ever-evolving 21st Century technology skills with confidence. The course is designed to encourage and enable students to feel comfortable using computer applications that will benefit them now and in the future. Using a problem-based learning approach, students are engaged in interdisciplinary activities that are meaningful and authentic.

The Microsoft Office product line in a Windows environment is utilized to learn word processing, spreadsheet, presentation, and publishing features. Online resources provide students with opportunities to collaborate on various research projects. An online keyboarding site enables students to practice and enhance their keyboarding skills as well.

Students will benefit from the following standards that will not be taught in this specific order, but rather incorporated throughout several lessons this semester. Students will:

- a. Identify and understand computer hardware.
- b. Develop and apply keyboarding skills such as using correct techniques, improving speed and accuracy.
- c. Develop and apply word processing skills such as create and edit a variety of documents; i.e., reports, letters, memos, emails, labels and envelope; utilize the features within the word processing; and use formatting tools.
- d. Improve composition and editing skills.
- e. Be introduced to and be able to demonstrate a sound understanding of computer technology: what types of technology exist, how types of technology function, what component parts work with specific technologies.
- f. Develop and apply spreadsheet skills such as creating charts from data correctly inputted into a worksheet; identifying the parts of the spreadsheet; and use the auto sum feature.
- g. Develop and apply digital design skills such as creating greeting cards and calendars; add text to a template; and create a new product without using a template.
- h. Develop and apply electronic presentation skills such as adding transitions; using animations; and using different layouts.
- i. Understand and be able to effectively use and navigate networks and the Internet.
- j. Use their document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project during the semester in which they are enrolled in the Computer Technology course.
- k. Be aware of digital safety and their role in staying safe on the internet.

Required materials: The following will be brought to class EACH day in order to fully participate with class activities. Intermittent supplies checks will take place and are counted as minor assessments.

*Thumb drive *Headphones/Earbuds *Pencil *Student Planner *The Six (schoolwide book)

Fee: There is a \$5.00 fee for Computer Applications this year in order to help pay for online subscriptions.

Grading: Student attendance is extremely important since class work is assessed daily. Daily class work assessment will be based on individual completion of assignments, projects, and demonstration of skills. Test assessment will consist of objective and production-based assessment. Students will be expected to seek help from classroom peers and instructor to complete daily classroom assignments. I will provide a variety of assessments including but not limited to: quizzes/tests, group projects, oral presentations, simulations, computer projects, and class participation.

Grading System:

40%	Major Assessments	90 – 100 = A
35%	Minor Assessment (including supplies check)	80 – 90 = B
25%	Daily Assignments/Class Participation/ Work Ethic	70 – 80 = C
		60 – 70 = D
		Below 60 = F

Homework: I am a firm believer that homework is meant to reinforce what the student learned during class. In line with the 6th grade academic teams, students will be expected to copy down homework each day, word for word.

Expectations: Respect is the key to success in my classroom. Respect the educator by coming to class prepared and being ready to learn when the bell rings; respect your fellow classmates by not disrupting the class or tampering with anyone’s work; and respect yourself by doing your best work and MAKING YOUR BEST CHOICES!

Discipline: Please refer to page 11 in the student handbook as I will be following the 4-Step process established by TCMS.

Absences: If you know your student will be absent, please let me know as soon as you can. It is the student’s responsibility to come to me to make up any missed work. This must be done within 2 days of the absence and all work is to be completed within 1 week of the absence or the grade will be a “0”. (Extenuating circumstances will be considered on a case by case basis.)

Internet safety: The safety of our students is my number one concern and this applies even more to their cyber security. Each student will complete a digital citizenship program and be monitored to ensure that we are all practicing safe internet practices.

Internet/Games/Music/Video Discipline Plan: Only visit Internet Web sites, play games, listen to music files, and watch videos assigned by Mrs. McCartney.

Technology misuse, technology abuse and cyberbullying are taken very seriously at TCMS and can result in a Step 1 Referral, **even if the event happens outside of school.**

INTERNET AND LAB RULES

- Students must line up outside the door to the classroom and await your teacher to invite in to the room.
- You must be in your assigned seat when the bell rings, or you are considered tardy.
- Students are not to access the Internet without the teacher's permission.
- All students must conduct themselves in a responsible, decent, ethical, and polite manner.
- You are assigned a computer. It is your responsibility to inspect the equipment at the beginning of each class period. If the equipment is damaged in any way, you must report it at the beginning of the class.
- Students do not tamper with cords or plug-ins.
- **No printing** unless assigned or approved by the teacher.
- Internet use is for **research and educational** purposes only.
- Students must keep passwords confidential.
- Students are not to access other people's passwords or accounts.
- Do not change desktop backgrounds. Do not change screensavers.
- Do not add, change or move icons on the desktop.
- Students are not to copy and/or install software.
- Students will be permanently removed from the network for any copyright violations.
- No outside CD's/DVD's are allowed without prior approval from your teacher (including music CD's).
- Students are not to visit inappropriate sites, including YouTube, Instagram and etc.
- Students are not to download files from the Internet without permission.
- Students are not to hack or attempt to hack the school's network/website or other's websites.
- Students are not to check their Email accounts without permission.
- **Students are not allowed to access any on-line music sites.**
- Students are not to play ANY on-line games, or to download ANY games, or to play ANY games contained on their flash/jump drives without permission.

This list is subject to change at any time. This list is true on ANY laptop or computer assigned to the student, or available for the student's use.

****Note the consequences for technology misuse and abuse can be found in the Student Handbook.**