

6th Grade

Mrs. Johnson • ROOM 201 • Johnsoh3@gcsnc.com • 336-605-3333

COURSE DESCRIPTION

Computer Skills & Applications

This course is foundational in its approach to ensuring that students gain the knowledge to use computers efficiently. Students will learn the touch method of keying using all ten fingers. Students will focus on word processing concepts including document formatting of letters, memos, tables, and reports. Keyboarding speed and accuracy are emphasized.



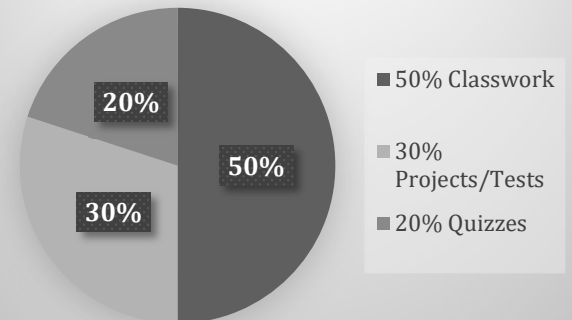
GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	↓ -59

CLASSROOM EXPECTATIONS

- Students should adhere to all NWMS policies and Guilford County Schools policies (see Family Handbook)
- Students should be in the classroom and seated prior to class beginning.
- Come to class prepared. Bring the necessary materials to class.
- Your best effort is expected with all assignments, group work, and interactions with peers and the teacher.
- **NO Cell Phones/Air Pods at any time.** These items may be held for pick up at the end of the school day by a parent.

COURSE WEIGHTS



STUDENT SUPPLIES

- Pencil/Pen
- Folder
- Personal Earbuds



CLASSROOM WISH LIST

- Tissues
- Gift Cards (Amazon/Target)
- Candy



Amazon Wish List



I Strongly encourage students to check grades through CANVAS for the most up to date grades for this course. Grades will sync to PowerSchool each evening and may not always reflect the current grade.

REMINDER: Keep those backpacks light!

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COMMUNICATION

CANVAS

Canvas is a Learning Management System (LMS), that will be used to distribute course content and collect most assignments.

Parents can gain access to Canvas through NCEDCLOUD to stay up to date with assignments and other important class information.

REMIND

Sign up for Remind for Class Announcements:

NWMS 6_Keyboarding:

Web Address:

<https://www.remind.com/join/nwmsk>

Text to 81010: @nwmsk

Web Browser on Phone: [rmd.at/nwmsk](https://www.remind.com/join/nwmsk)

LATE WORK

Students who are absent are expected to make up missing assignments and check CANVAS for any material covered in class. You will have **3** class days to make up assignments, tests, and quizzes.

Each day an assignment is late **1%** will be deducted.

End of Quarter Due Dates:

Quarter 1 – Friday, Nov 1

Quarter 2 – Friday, January 24

Quarter 3 – Friday, March 28

Quarter 4 – *Friday, May 30

➤ **Canvas will close, and you will be unable to submit Quarter Assignments past these dates.**

CLASS CORE VALUES

RESPECT every person. Build **RELATIONSHIPS** with those around you. Take **RESPONSIBILITY** for your choices and actions. **REPAIR** situations quickly and honestly. **REINTEGRATE** into a routine.

CLASSROOM CONSEQUENCES

1st Offense: Warning/Redirection

2nd Offense: Warning/Redirection with Conference

3rd Offense: Behavioral Reflection

4th Offense: Phone Call to Parent/Major Referral

Future Business Leaders of America inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experience.



- The Viking Market (School Store)
- Regional/State/National Competitions
- Fundraisers
- Community Service
- Leadership Development

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Course: CY01 Keyboarding and Basic Word Processing

BU10 CSA Module 2.00 Keyboarding, Alpha Keys

OBJECTIVES	Implement proper keyboarding techniques
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BU 10 CSA Module 3.00 Keyboarding, Numbers, Symbols and Numerical Keypad

OBJECTIVES	Apply the touch method in operating number and symbol keys.
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BU10 CSA Module 4.00 Keyboarding, Build Speed and Accuracy

OBJECTIVES	Apply the touch method in operating the keyboard while increasing speed and accuracy.
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BU10 CSA Module 5.00 Word Processing – Basics and Business Correspondence.

OBJECTIVES	Apply the touch method in operating the keyboard while increasing speed and accuracy.
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CLASSROOM PROCEDURES

Restroom Passes:

- Restroom passes may only be used after instruction or group activities and individual work is assigned.
- When given permission to go to the restroom, you will fill out the Restroom Pass on the Home Page of Canvas and get a signature on your RESTROOM PASS RECORD SHEET.
- You are allowed 4 restroom visits per Quarter. It is your responsibility to manage your RESTROOM PASS RECORD SHEET.
- Return the Restroom Pass to its Home. Only 1 person may go to the restroom at a time.

Professionalism

- We will be following **SLANT**: Sit Up, Listen, Ask and answer like a scholar, nod your head and Track the Speaker.
- Students should not raise their hands while other students or teachers are talking. Please wait until they have completed their statement then raise your hand to speak.
- Say THANK YOU after you receive something from a teacher or student. (Handouts, pencil, etc.)
- Appropriate clapping only. No load or clapping too long.
- **NO FOOD or DRINK in the Computer Lab. If students get out a snack it will be thrown away and Drink Bottles will be forfeited until the end of the day.**
- **NO Cell Phones/Air Pods at any time.** These items may be held for pick up at the end of the school day by a parent.

Tardy Policy

- Please be in the classroom and at your assigned seat when the bell rings.
- Sign into the Log in on the Supply Table for both excused/unexcused tardies. You must have a pass for an excused tardy.
- Tardies will follow the classroom discipline steps.

By returning the signed statement I acknowledge that I have read the course syllabus and that I have access to a copy on both Mrs. Johnson's website and the Canvas Course. The contents of the syllabus have been read and I understand the requirements and expectations of what content this course will cover, how to communicate with Mrs. Johnson and how my grade will be determined.

Student Signature

Date

Parent Signature

Date
