6th Grade Computer Applications Syllabus Class Location

Mr. John Dunaway
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www.mrdunaway.com

Computer Lab room 109 *No food in class except for 2nd chance breakfast.*

Course Description: During this 9 week course students will focus on basic computer skills and responsible computer use. Students will develop a basic understanding of Internet safety, ethical computer use, keyboarding, opening and closing software files, accessing and saving to the school server, copying and pasting files or text, copyright laws, and searching the Internet. This course will cover basic and intermediate skills and shortcuts using, but not limited to the Microsoft Office 365, including Word, Excel, and Power point. Introduction to business topics and typing skills will also be a focus of the class.

Supplies Needed
Pencil, Pen, Paper, and Planner
Headphones or Ear buds

Expectations:
Respect Yourself
Respect Others
Respect Property
(No racing the chairs through the room unless instructed by Mr. Dunaway)

Homework and Grading Policy: Traditional Grading Scale (90-100 = A). Grades are based on participating and showing growth in particular topic areas. The design of the class is such that all work should be done in class. Should a student need some extra time to complete a project we will work together before or after school or during CAT time. I do not expect to have very much homework outside of class – I would prefer students play outside when they go home (unless they have a personal passion to pursue higher level technology and business topics – and they have parental permission).

Make Up Work/Missing Work
Students need to take responsibility to communicate with me about missing work. If a student is absent for an extended time, we will discuss a way to modify missing work for a reasonable work load.

Please do not hesitate to contact me if you have questions, or check my website for further information – www.mrdunaway.com