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**Course: 6th Grade Keyboarding/Technology**

**Teacher: Mrs. Jesionowski**

**School: Adams Central Middle School**

**Website:** [**www.mrsjez.com**](http://www.mrsjez.com)

**Email: jesionowskic@accs.k12.in.us**

*Students will be introduced to keyboarding, business and technology concepts. Students will work to increase their typing speed and learn proper keyboarding technique. 21st Century skills and digital citizenship will be introduced and emphasized throughout the nine weeks. Students will learn proofreading marks, various software, and basic computer skills during various lessons and projects.*

**Required Course Materials:**

Pencil/Pen

Class Folder

**Class Expectations:**

* Complete in-class assignments, projects or homework by due date.
* Attend and participate in class activities and discussions to the best of your ability.
* Be respectful to EVERYONE in classroom.
* Stay on task and use time wisely.
* If you are absent, it is your responsibility to obtain make-up work. Students will receive the number of days absent, plus one additional day to turn-in work or take tests.

**Classroom Rules: (in addition to middle school rules)**

* Must use log-in/out sheet if you leave the classroom.
	+ Students should take care of restroom/locker needs in between classes. Three restroom/locker passes per nine weeks will be given if needed.
* Be in seat, with necessary materials, **BEFORE** the bell rings or a tardy will be given.
* No sleeping in class.
* Stay in your seat until the end of class bell rings.
* Do not be a distraction.
* **Do not touch anyone else’s computer! Automatic detention if you mess with someone’s computer.**
* When the teacher is instructing, you may be asked to turn your monitor off to ensure your attention is focused on instruction. KEEP your monitor off until instructed otherwise.
* Treat computers and lab respectfully.
* **No games** are to be played on the computers, unless authorized by teacher.
* Inappropriate Internet use will receive an automatic detention.

 **Late Work:**

We will follow the Middle School Homework Policy in regards to late homework.

**Grading Scale:**

Students will be evaluated through assignments, projects, quizzes, tests, and other 21st Century skills.

***Work Ethic Grades:***

Students will be evaluated each week on their work ethic in class. Students start each week with 10 work ethic points. Points are taken away for not being productive, not making progress on the online keyboarding lessons, distracting others, and for not turning work in on time.

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| --- | --- |
| A+ | 99-100 |
|  A | 93-98 |
| A- | 90-92 |
|  B+ | 87-89 |
|  B | 83-86 |
| B- | 80-82 |
|  C+ | 77-79 |
|  C | 73-76 |
| C- | 70-72 |
|  D+ | 67-69 |
|  D | 63-66 |
| D- | 60-62 |
|  F | 59 and below |

* **Keyboarding Time Tests> 2 time tests every Friday!! See the time test grading scale attached.**
* **Online Keyboarding Lessons> www.keyboardingonline.com**

\*More course information can be found on [www.mrsjez.com](http://www.mrsjez.com).

\*If you have any questions or concerns, you may stop by my classroom or email me at: jesionowskic@accs.k12.in.us

Middle School Business & Technology Standards Covered in 6th Grade

*Keyboarding and Basic Technology Skills*

T 2.1.1 Use effective keyboarding techniques

T 2.1.1.1 Demonstrate correct posture and arm/hand position

T 2.1.1.2 Demonstrate correct home keys hand position and keystroking

T 2.1.1.3 Demonstrate correct reaches to and keying of alphabetic keys, number/symbol keys, and

special purpose keys

T 2.1.1.6 Demonstrate improvement in keyboarding proficiency (speed and accuracy)

T 2.1.1.2 Use mouse, keyboard, touch screen, stylus pen, speech, scanner, digital imaging and

video, and other input devices

T 2.1.1.4 Use monitor, printer, and/or speakers (output devices)

T 2.1.3 Evaluate and select appropriate input/output devices and storage media for specific projects

T 2.1.4 Organize and manage files and folders including backing up

*Digital Citizenship*

T 3.1.1 Demonstrate safe, legal, and responsible use of information and technology

T 3.1.2 Apply ergonomic techniques to information technology tasks to avoid injury

T 3.1.4 Demonstrate an understanding of plagiarism and fair use; respect copyright laws of

information producers (e.g., piracy; illegal downloading; licensing infringement; inappropriate

use of software, hardware, and mobile devices)

T 3.1.5 Demonstrate appropriate etiquette in the use of technology

T 3.1.6 Explain cyberbullying and its potential consequences

*Technology as a Productivity Tool*

T 4.1.1 Demonstrate operations common to software applications

T 4 .1.1.1 Start an application (Start menu, desktop icon)

T 4 .1.1.2 Create, name, and save files

T 4 .1.1.3 Open, modify, and save existing files

T 4.1.1.4 Use the Save As and Save commands appropriately

T 4.1.1.5 Open files from and save files to a network folder, the hard drive, or other storage media

T 4.1.1.6 Preview and print files

T 4.1.1.7 Perform tasks using menus, buttons, and shortcuts (e.g., menu commands, toolbar

buttons, shortcut menus, keyboard shortcuts)

T 4.1.1.11 Exit an application (File menu, Close button)

T 4.1.4 Follow instructions (instructor, text, manuals, and/or screen)

T 4.1.5 Work independently and as a team member (includes efficient use of time, organization of

work, etc,)

T 4.1.6 Handle and use of supplies/equipment

T 4.1.7 Demonstrate appropriate conduct in the classroom

*Word Processing*

T 4.2.1.1 Use correct keyboarding techniques

T 4.2.1.2 Access and edit previously created documents, including the effective use of editing

commands (e.g., proofreading'/editing marks, delete, cut/copy/paste, drag-and-drop)

T 4.2.1.3 Use spell check, thesaurus, and grammar features

T 4.2.1.4 Enhance document appearance (e.g., fonts, lists: bulleted, numbered, symbols, special

characters, clip art, text wrapping, drawing tools, headers/footers, tables, columns,

footnotes/endnotes, borders/shading)

T 4.2.1.5 Change page setups (e.g., document margins, page orientation, alignment, breaks,

paragraphing, format characters, and page numbers)

T 4.2.1.6 Cite references in an approved format (e.g., MLA, APA)

Technology as an Information Research Tool

T 6.1.1 Log on to preselected Internet sites and viewing information

T 6.1.2 Access and use Internet/intranet search engines and directories

T 6.1.3 Access and explain various types of online resources

T 6.1.5 Use appropriate search procedures (e.g., boolean, key word, natural language, and directory)

T 6.1.7 Classify, order, and interpret retrieved information