

# Introduction to Computers

Mrs. Yancey

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## Topics

Basic Keyboarding Skills  
Internet Safety  
Research Skills  
Presentation Skills  
Microsoft Teams  
File Organization  
Program Utilization & Formatting

## Expectations

Be on time and prepared. Have your computer charged everyday!!

Be productive - Listen for directions!

Be respectful

Be responsible

## Required Materials

- Folder or binder (can be shared with FACS)
- Writing utensils

Class is NOT dismissed with the bell. Please wait for me to dismiss you.



## Classroom Procedures

Please enter our classroom ready to begin! Take your seat and wait for my instructions. Please do not enter the room and ask "what are we doing today?" If you are absent or misplace an assignment, there will be extra copies in the black wall rack near the Smartboard. **ALL** completed assignments should be placed in the tray labeled 6th Grade FACS at the front of the room - please do not place assignments on my desk.

## Participation

Your **positive participation in this class is essential and expected!** Your participation will be assessed and taken into account when calculating your grade for this class.

**Poor behavior will not be tolerated.** You must act in a mature manner in order for us to succeed in our class projects. Poor conduct may affect your grade if it begins to distract your classmates from the topic/task at hand.

In this class you will be working both independently and with your peers. You are expected to get along with other members of our class in order to meet your full learning potential. You will also be expected to participate fully in any assignments or labs requiring group work. You will lose participation points if you sit back and "watch" your teammates work.

## Homework

I do not regularly give "homework" for this class! On rare occasions, you may be asked to complete a small task or project outside of class that will support our learning in this course. However, if you choose not to use your class-time efficiently, you will be expected to complete any assigned classwork as homework. (If you need to borrow a textbook to complete any work, please sign the textbook out on the clipboard). In addition, if you need to miss class in order to attend a music lesson or complete work for another teacher, please check with me about what work you will need to complete.

## Classwork/Labs

All classwork and labs for this class will have a clear due date (most assignments will be due at the end of the class period). You will be given ample time during class to complete these assignments, but occasionally you will need to finish them on your own. If you are absent, it is your responsibility to obtain any missed assignments from myself or one of your classmates.

## Quizzes

You will frequently be assessed on your understanding of recently covered topics as we progress throughout this course. **I do not give "pop" quizzes!** I will always give you warning of any upcoming quizzes. You will be responsible for studying for these quizzes and seeking help from me if you are having difficulty with any particular concept.

## Late Work

You will be provided with a rubric and clear due date for any projects assigned for this class. Projects that are not completed by the due date will have five (5) points per class day deducted from your earned grade for each day late.

Missing classwork will be accepted until the published date of the progress report/marking period end. After the five week progress report period, missing work will no longer receive full credit.

Let's work together to make this school year the best ever! I am excited to have you in my class and look forward to getting to know you better.



*Ms. Yancey*