HMS 6th Grade Computer Applications
Semester Course

Instructor	Email	Instructor Phone
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Description

Sixth grade computer applications is a semester course designed to help students become technology literate. Throughout the semester, students will be improving their overall keyboarding skills and abilities around the alphabetic and numeric keypads, as well as using Microsoft Office Suite applications such as Word, Excel, and PowerPoint. Students will also be learning basic coding from the online software, Tynker, and will be instructed throughout the course how to be a responsible digital citizen.

Required Materials

Assignment Notebooks, Pen/Pencil, Home/School Folder

Learning Outcomes/Units of Study

Unit of Study	Learning Outcome
Typing **Online Software from Clever**	Students will improve their keyboarding skills and abilities by applying proper touch technique
Microsoft Word	Apply word processing features from the Home Ribbon (bold, underline, font style/size), Insert Ribbon (pictures, shapes, word art,& tables) Design Ribbon (page color, page borders), and Layout Ribbon (page orientation and margins)
Microsoft Excel	Basic spreadsheet formatting Organize and graph data Apply formulas and functions
Microsoft PowerPoint	Create slideshows by utilizing action button and the elements of good slide design
Tynker	Create and run basic programming/coding Java Script, Python, and Block Coding will be utilized
Online Safety	Explain copyright protections for online information Compare and contrast web pages for accuracy Differentiate between public and private information Identify and summarize examples and effects of cyberbullying

Class Expectations:

Follow the Bobcat Behaviors

- Be Safe
- Be Responsible
- Be Respectful
- Be a Learner

- Always use computers responsibly and only use websites and applications instructed by the teacher.