

6th grade Business Technology

Mrs. Jurkowski Room 620

(219) 987- 8810 ext. 3620

Email: kjurkowski@kv.k12.in.us Website: <http://mrsjstechsite.weebly.com>

Expectations

1. Arrive on time and be ready to work.
2. Show respect to everyone in the classroom.
3. Abide by the KVSC Acceptable Use Policy that you signed
4. Visit only the sites you have been given permission to visit.
5. Don't spin in your chair or jump down the stairs.

Consequences

1. Verbal warning
2. Parent contacted by email or phone
3. Discipline referral to the office

Late Work

Students who turn in late assignments will receive credit as follows:

*50% credit for work turned in late but within one week of due date.

*After one week, assignment will be counted as a zero (0).

Make-up Work

Students are responsible for requesting any missed work, assignments, labs, or activities following an absence.

Missed assignments must be made up during your Advisory Period or by pre arranging a time from 2:15 – 3:00 with Mrs. Jurkowski.

***You must have a parent note confirming the time and agreeing to provide transportation.*

Topics to be Covered:

Keyboarding Skills

- Where all the keys on the keyboard are located and how to use various function keys.
- Learn and use correct keyboarding form and posture.

Documents and Word Processing

- Create, save, and share a word processing document
- Use various formatting tools
- Work collaboratively using various tools

Google Forms

- Create, share and embed a Google form.
- Manipulate data collected from your form.

Spreadsheets

- Create, save, and share a spreadsheet
- Use various formatting tools
- Create charts based on your spreadsheet data

Presentations

- Create, save, and share a presentation
- Use various formatting tools
- Insert text, images, and media into a presentation

Schoology

- Share and discuss various topics using the learning management system
- Use various system tools
- Know and demonstrate appropriate online behavior

Additional topics:

If there is time and sufficient effort put forth on the above topics, I would like to introduce coding skills. These topics are to be covered only after the above skills have been met successfully.