



Class Expectations and Procedures
6th Grade Computer Skills and Applications
Keyboarding and Basic Microsoft Word

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In today's digital age, students learning to touch type is imperative. As students become keyboard proficient, this invaluable skill will help them succeed in their school years and will be critical as they pursue further studies, training, or move directly into the workforce.

Keyboarding is designed to provide an opportunity to learn to touch type on the computer keyboard using correct techniques as well as the development of speed and accuracy. Daily practice of keyboarding skills is essential in being successful. Students will be introduced to basic formatting skills. No previous keyboarding experience required.



Module 2 - CSA Keyboarding

This module is designed to teach basic keying skills, consisting of fluent manipulation of all alphabetic letters. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 3 - CSA Keyboarding Number Symbol and Numeric Keypad

This module is designed to teach basic keying skills, consisting of fluent manipulation of all numeric keys as well as the symbols and the numeric keypad. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 4 - CSA Keyboarding Building Speed and Accuracy

This module is designed to increase keyboarding speed and accuracy when using the touch method. Emphasis is on daily use of a computer system, speed and accuracy skill building techniques and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.



Module 5 - CSA Word Processing Basics and Business Correspondences

This module is designed to teach the basic formatting and editing skills in word processing such as headers and footers, margins, page orientation, text alignments, text formatting, line spacing's, and paragraph formats. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.




ONLINE EXPECTATIONS:

In order to support a safe and comfortable online learning environment, students are expected to:

- Respect themselves and those around them.
- Follow directions the first time given.
- Complete all assignments and turn in on time.
- Respect all electronic resources.
- Follow the behavior guidelines established for online chats and small groups.
 - Mute yourself when you are not speaking
 - Raise your hand when you want to speak
- Read announcements posted in Canvas (may be daily or weekly).
- Check Canvas inbox daily and respond to messages in a timely manner.
- Inbox me via Canvas inbox for any questions or concerns.
- You can schedule a virtual one-on-one meeting on Fridays.
- Participate in live instruction



LATE WORK POLICY:	REQUIRED MATERIALS:
 <p>Please pace yourself to ensure that you have ample time to complete assignments each week. On the assigned due date, work should be submitted (uploaded) in Canvas by 11:59 pm. Work submitted outside of the given timeframe may receive partial credit.</p> <p><i>Please refer to SWMS Student Handbook for additional information.</i></p>	<p>Students should log in at the designated encore time prepared to complete assignments. The following supplies will assist with student learning:</p> <ul style="list-style-type: none">• Electronic device to access Canvas• Ear buds or headphones• USB flash drive (recommended to back up One Drive) *not needed until 2nd half of the school year• Pencils, Pens, Paper (as needed)

Online Learning Resources

Students' learning will be supplemented with [Applied Educational Systems \(AES\)](#), an online interactive learning tool comprised of hands on activities

Please check [Canvas](#) for daily announcement, assignments, class information and updates.

Students will be using [TypingClub](#) to complete their online Keyboarding lesson.

Students will be using [freotypinggame](#) for additional practice.

Students will use Teams for live instruction.



Grading

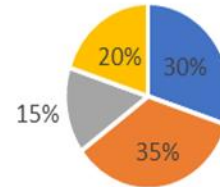
Grading for this class will be done based on weighting rather than assigned points.

A (90-100) B (80-89)
C (70-79) D (60-69)
F (59 & below)



Grading Category Weights

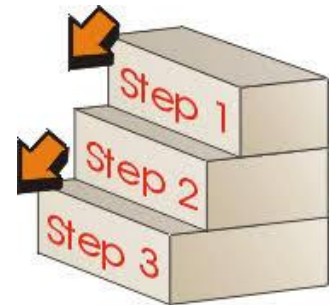
Grades



■ Classwork ■ Test/Project ■ Quiz ■ Participation

Remote Learning Procedures

- ❖ Participate in live instructions via Teams.
- ❖ Sign into Canvas daily.
- ❖ Read the weekly announcements.
- ❖ Complete daily lessons in foreman.typingclub.com and Freetypinggame.net



Live Instruction Expectations

Can I help you?



Computer Skills and Applications is a hands-on course. I recommend that you attend all the live sessions so that you can have a clear understanding of how to complete your assignments and can ask questions.



- ❖ 1st Encore (Monday/Wednesday 3:00 – 4:00)
- ❖ 2nd Encore (Tuesday/Thursday 3:00 – 4:00)